

**ALL FAÇADE IMPROVEMENTS MUST BE APPROVED
PRIOR TO WORK COMMENCING**

DOWNTOWN FACADE IMPROVEMENT PROGRAM

Application Form

1. Applicant Information

Name _____

Address _____

Phone _____ Fax _____

Email _____

2. Project Information

Building Location _____

Owner of Record _____

If Leased: Lease Expires _____ Renewal Term _____

3. Project Description

Eligible Façade Improvements include

- Painting, stucco or other exterior enhancement
- Façade detail and trim restoration or replacement
- Brick, stone, and wood façade restoration or replacement
- Restoration or replacement of window and door framesets
- Addition or replacement of awnings and canopies
- Removal of old signage and installation of new conforming signage

Describe in detail the proposed scope of work, use additional sheets if necessary. Attach any architectural sketches or drawings, if applicable. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, carpentry, electrical, etc., as an attachment.

Anticipated Project Cost _____

Grant Amount Requested (50% of project cost up to \$1,000) _____

Anticipated Construction Start Date _____ Completion Date _____

4. **Building Information**

Type of Construction _____

Present Use (if mixed use, indicate percentage of type of use)

_____ Retail _____ Office/Professional _____ Residential _____ Other

Level of Occupancy _____ Fully occupied _____ % Occupied _____ Vacant

Will project result in a change of use for the building? YES _____ NO _____

If YES, uses of the building after completion of the facade project:

1st Floor: _____

2nd Floor: _____

Other: _____

5. Other Required Documents

- a. Two written quotes for the work with labor and materials broken out into two separate amounts. If it is the intent of the owner or applicant to complete the work themselves, the Village will then reimburse the owner/applicant for labor for up to 75% of the low bid on labor.
- b. A property deed with the legal description of property
- c. Proof that all property taxes are paid and current
- d. Proof of property and liability insurance
- e. Copies of any leases associated with property
- f. If tenant is applying, please provide a letter from the owner expressing approval of the project proposal.

I / We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Facade Improvement Program. I/We understand and acknowledge that any willful misrepresentation of the information contained in this application could result in the disqualification from the program, requiring any funds already disbursed to be repaid in full to the Allegan Downtown Development Authority.

The applicant certifies that he/she has read and understands the Facade Improvement Guidelines. If a determination is made by the Village that grant proceeds have not been used for eligible program activities, the applicant agrees that the proceeds shall be returned, in full, to the Lawton Downtown Development Authority and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right or claim. It is understood that all loan commitments are contingent upon the availability of program funds.

Additionally, grant payments must be personally guaranteed by the business owner. By signing below, the business owner agrees with such personal guarantee, and, if the business does not remain open for 12 consecutive months after grant payment, 50% of the grant funding must be re-paid to the Lawton DDA.

The applicant is responsible for compliance of all local, State and Federal laws. This includes, but is not limited to, lead and asbestos removal. The Village of Lawton nor the Downtown Development Authority shall not be held responsible for violations.

Signed this _____ Day of _____, Year of _____

Applicant: _____ Title: _____