



DEPARTMENT OF SUSTAINABLE DEVELOPMENT  
Commercial Rehabilitation Application

BUSINESS NAME: \_\_\_\_\_  
BUSINESS LOCATION: \_\_\_\_\_  
BUSINESS LEGAL ENTITY TYPE (CHECK ONE):  
Individual: \_\_\_\_\_ Sole Proprietorship: \_\_\_\_\_ Partnership: \_\_\_\_\_ Corporation: \_\_\_\_\_ Other: \_\_\_\_\_  
FEDERAL TAX ID# (IF APPLICABLE): \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
**NOTE: ATTACH COPY OF AGENT LETTER**  
PROPERTY OWNER'S NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**DESCRIBE IN DETAIL APPLICATION REQUEST**  
(attach additional sheet, if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECTED START DATE: \_\_\_\_\_ PROJECTED COMPLETION DATE: \_\_\_\_\_  
*\*Note: Project must be completed within 6 months or applicant must seek an extension.*  
ESTIMATED PROJECT COST: \_\_\_\_\_  
REIMBURSEMENT AMOUNT REQUESTED: \_\_\_\_\_  
Is the business or any owner delinquent of any municipal taxes or fees?  Yes  No  
Is the business or any owner delinquent in the payment of any loans or in default on any loans?  Yes  No  
Are there currently any unsatisfied judgments against the business or any owner?  Yes  No  
Do you plan to finance the improvements?  Yes  No  
*If the answer to any of the above questions is "Yes," provide detailed comments on an additional sheet of paper.*

**APPLICANT CERTIFICATION:** I have read this application, and I understand the Program Guidelines. Projects that substantially deviate from approved grant may not be eligible for reimbursement.

Applicant Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**\*PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION. INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED\***



## SUBMITTAL REQUIREMENTS

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Application submittals must include a completed and signed application and the following attachments. Incomplete submissions will not be considered.

1. Proof of ownership or owner's consent. Proof of ownership shall include the legal description of the property, property tax folio number, effective date of ownership of property, copy of Warranty Deed, copy of executed contract of sale and purchase, owner name and contact information. If an applicant is other than the owner, the applicant must provide an agent letter, notarized by the owner, authorizing the agent to represent the property owner at the time of submittal.
2. A copy of lease agreement if the applicant is operating in a leased facility (Note: Applicant must apply jointly with property owner). The lease must include the following information:
  - Square footage and specific location
  - Rate and deposit information
  - Terms of lease
  - Prior lease amendments
  - Insurance requirements
  - Conditions of lease termination
  - Consequences of default on lease
3. A copy of corporate documents.
4. A copy of all business tax receipts and applicable licenses.
5. Photographs of existing façade or related improvement areas.
6. Drawings of proposed improvements, including color and material listing.
7. A cost estimate (bid) from a minimum of three qualified contractors or suppliers.
8. Completed W-9 Form.



## GUIDELINES FOR COMMERCIAL REHABILITATION PROJECTS:

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The Commercial Rehabilitation Program is designed to assist local companies in their efforts to create an attractive business environment and to contribute to the overall aesthetics of the community. The business location must be within one of the designated HPAs or MPAs, or be able to demonstrate a considerable need, to be considered eligible for Program funds. Program guidelines for the Commercial Rehabilitation Strategy will be as follows:

### *Eligible Activities*

- Sign improvements –removal/renovation of existing signs, installation of new signs, promotional banner pole installations
- Façade improvements – painting, windows, doors, stucco, tile, canopies, awnings
- Landscaping
- Lighting
- Sidewalk and driveway improvements
- Parking lot improvements

### *Ineligible Activities*

- Roofs
- Non-permanent fixtures
- Security systems
- Personal property/equipment
- Any improvements not visible from the public right-of-way

### *Terms and Conditions*

- Provide 1:1 match of private investment to public dollars, up to a maximum public match of \$60,000. For shopping plazas over ten (10) acres, the maximum public match is up to \$120,000.
- Improvements made shall be made in accordance with project plans, specifications and/or information provided in application, which shall be approved by the City during the review process. Projects that substantially deviate from approved grant may not be eligible for reimbursement.
- Improvements may not commence prior to having received written grant award.
- Improvements must be completed within six months of receiving grant approval. A ninety (90) day extension may be awarded for good cause.
- Grant funds shall be in the form of a reimbursement upon completion of the project in its entirety, as determined by the City.
- Applicant is required to obtain all applicable permits related to the improvement project.
- Grant applications shall be accepted on a first-come, first-served basis through July 31<sup>st</sup> of the funding year.