Application Check List

☐ Application submitted filled out completely with all required signatures
☐ All relevant drawings are present
☐ Descriptive written narrative about façade improvements included in package
☐ Historic District Identified ______________________
  ☐ If yes, is copy of COA must be attached to application.
☐ Itemized cost estimate included
  ☐ All items in list are must be eligible façade grant items.
☐ Total estimated project cost provided on application
☐ Estimated Start date and completion date must be provided on application.
☐ Proof of approvals are needed for any encroachments and sign permits applicable to the project.

For Murals

☐ 3 Reference lists with samples of previous work.
☐ Color conceptual rendering

Application Acceptance Criteria.

☐ The proposed project is within the eligible area (Targeted Economic Development Area)?
☐ Building use is commercial use, service or mixed use.
☐ Project is a renovation and not new construction.
☐ Project must be viewable to the Right of Way (ROW) and accessible to the street.
☐ Does the proposed design conform to the Urban Design Guidelines or to the following applicable streetscape design?
  ▪ Streetscape Plan________________________
☐ The project has not received a façade grant in the last 10 years.
☐ Construction has not started on the project.
☐ Internal reviews for Murals & Art submittals are required for final approval.

Completion Checklist for Approval & Reimbursement

☐ Applicant signs up as a vendor.
☐ Project must be completed in one year from approval date, extension can be requested.
☐ Construction Completed for project.
☐ Invoices provided, must show proof of payment.
☐ Site Visit by staff to confirm completion and compliance to original design.
☐ Maintenance Agreement Signed by applicant and property owner.