

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 with in 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.