

2010 FACADE IMPROVEMENT GRANT APPLICATION

The Center Line Downtown Development Authority is committed to promoting the aesthetic enhancement and beautification of the Downtown Development Authority District. The Façade Improvement Program is a grant program designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings.

ELIGIBILITY REQUIREMENTS

Available to property owners and/or commercial tenants located within the City of Center Line's Downtown Development Authority (DDA) District.

GRANT PROGRAM

The DDA reserves the right to approve or reject applications based in accordance to program guidelines and availability of funding. Submission of application does not guarantee funding.

INCENTIVES

DDA grants are made available by reimbursement only; no funds will be distributed prior to project completion. Under special circumstances, up to \$3,000.00 may be allotted towards progress payments. Under no circumstances shall an award exceed a maximum of \$10,000.00 per applicant. One or more of the following incentives may be available for eligible projects:

- Architectural Assistance. Up to 50% (maximum of \$2,500.00) of the actual cost(s) associated with façade design, contingent upon the applicant's compliance with the approved architectural drawings and completion of the project. The DDA board must approve all concept drawings.
- Façade Improvement. Up to 50% (maximum of \$10,000.00) of the actual cost(s) and/or related exterior rehabilitation cost. All applicants seeking construction grants must provide concept drawings.
- Sign Program. Up to 50% (maximum of \$1,000.00) of the actual cost(s) associated with the fabrication and construction of replacement signage. New signage must adhere to the criteria of the façade improvement guidelines. All signage must be designed by a certified design professional (i.e. graphic designer, architect) and approved by the façade improvement committee. Funding is not available for signs that require a zoning variance to install.

PROCEDURE

To receive assistance, the Downtown Development Authority Board must approve all project applications. The design must follow appropriate guidelines, all applicable zoning and other city ordinances must be complied with, an agreement must be properly executed between the owner and the Downtown Development Authority and the project must be completed in accordance with the agreement. All required building permits must be obtained prior to any work being done, and a final inspection and approval by the City Building Inspector is required prior to final payments.

INSTRUCTIONS:

1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages if needed.
3. Submit application and documents to the Center Line Downtown Development Authority.
(address provided on page 4)

Once all materials are received, the Downtown Development Authority Board will review applications. This is an ongoing program and applicants will be considered as funding becomes available.

I. APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

FEDERAL TAX IDENTIFICATION #: _____

WORK PH.: _____ CELL PH.: _____ HOME PH.: _____

EMAIL: _____

II. BUILDING OWNER INFORMATION: (If different from above)

NAME: _____

ADDRESS: _____

FEDERAL TAX IDENTIFICATION #: _____

WORK PH.: _____ CELL PH.: _____ HOME PH.: _____

EMAIL: _____ BUS. WEBSITE: _____

III. PROPERTY / BUILDING INFORMATION:

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

DATE BUILDING WAS CONSTRUCTED: _____

CURRENT BUILDING USE:

RETAIL FOOD SERVICE PROFESSIONAL SERVICES OTHER _____

IS THE PROPERTY / BUILDING LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES?

YES NO

IV. PROPOSED IMPROVEMENTS:

FRONT FACADE RESTORATION / RENOVATION

AWNING REPLACEMENT / RESTORATION

STOREFRONT RESTORATION / RENOVATION

SIGNAGE REPLACEMENT / RESTORATION

WINDOW REPAIR / REPLACEMENT

DOOR / ENTRYWAY

EXTERIOR PAINTING

OTHER (please specify): _____

containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the downtown Development Authority and its Facade Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the Downtown Development Authority and/or its affiliates.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: (if different): _____ DATE: _____

VIII. SUBMIT APPLICATION:

FORWARD APPLICATION WITH ATTACHEMENTS AND/OR QUESTIONS TO:

Center Line Downtown Development Authority
ATTN: Dennis Champine
7070 East Ten Mile Road
Center Line, MI 48015

For additional information, please contact us at 586-758-8250.

OFFICE USE ONLY:	TOTAL ELIGIBLE COST: _____
DATE RECEIVED: _____	TOTAL AMOUNT APPROVED: _____
DATE REVIEWED: _____	_____
STATUS: <input type="radio"/> APPROVED <input type="radio"/> TENTATIVE <input type="radio"/> DECLINED	
REVIEW NOTES:	