

**Main Street**

**Façade Improvement Program Application**

**General Information**

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Project/Business Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E- Mail address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Applicant is the:

Property Owner

Business Owner

Other: \_\_\_\_\_

How long has the business been at the current location? \_\_\_\_\_

\_\_\_\_\_

When does your current lease expire? \_\_\_\_\_

Do you have the option to renew your lease? What are the terms? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property owner's name (if different from applicant): \_\_\_\_\_

\_\_\_\_\_

Property owner's address: \_\_\_\_\_

\_\_\_\_\_

**Property owner's phone number:** \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Condition.*

## **Project Details**

Please describe below the proposed improvement to the property. The following *must* accompany this application:

- Two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including, placement, color, dimension and materials)
- Two bids on contractor letterhead

**Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint etc):**

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Proposed project Budget: \_\_\_\_\_

How much funding assistance are you requesting? \_\_\_\_\_

Proposed start date? \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

In conjunction with this project, are you completing any other renovations/rehabilitation work to the property (interior or exterior)?

Yes

No

If answer is "yes" to above question, describe additional work: \_\_\_\_\_

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Estimated cost of additional work to building: \_\_\_\_\_

**Would you like Design Assistance (no cost to business or property owner)?**

Yes

No

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Main Street use only:**

City of Lufkin Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## General Conditions

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Main Street and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Main Street Area Façade Improvement Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to Main Street Area Façade Improvement Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Economic Development and Main Street to promote an approved project, including, but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials and press release.

The applicant has read and understands the "Main Street Area Façade Improvement Program Overview" document outlining program guidelines and procedure.

The applicant understands that the City of Lufkin reserves the right to make changes in condition of the Main Street Area Façade Improvement Program as warranted.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If applicant is not the property owner, please have the property owner or authorized representative review and co-sign this application below.

Signature of Applicant: \_\_\_\_\_

**Owner Authorization**

As owner of property (insert address) \_\_\_\_\_

I have reviewed the above application and authorize operator of \_\_\_\_\_

at said address to perform the façade improvements described above as part of the Main Street Area Façade Improvement Program.

**Signature of property owner or authorized representative:**

\_\_\_\_\_

**Date:** \_\_\_\_\_