

Facade Grant Application Process & Check List

The application must be completed and returned to the Inlay City DDA director along with:

- A notarized letter of permission from owner (if applicant is not the property owner) along with proof of legitimate ownership.
- A **detailed** written description of the project plans (scope of work, including materials and color schemes), **and rendering of proposed work** which addresses how the project complies with the guidelines.
- A **detailed** cost estimate for all eligible costs supported by a quote from **two or more licensed or insured** contractors or suppliers. Include Contractor/ Supplier's Business name, address, phone number and website.
- Copies of any permits necessary to complete the work
- The applicant has spoken to the zoning department, and has received information regarding the permits needed and regulations** related to this project.

Signature of Zoning Administrator

Date

Grant Application

Check One: Property Owner

Business Owner

Check One: Signage (\$1,500 Maximum Grant)

Other Façade improvements (\$2,500 Maximum Grant)

Name of Applicant

Address of Applicant

Address of Property Proposed for Improvement

Business Contact Person & Title

Phone

Fax

Email

Please give a detailed description of work to be done: _____

The estimated improvement cost is \$ _____.

50% reimbursement is estimated to be \$ _____ (not to exceed **\$2,500**).

Please be sure that you have reviewed and submitted the appropriate supporting documents outlined in the **Grant Application Process & Check List** section of this document.

For grant reimbursement, applicant must submit documentation that all invoices pertaining to project are paid in full. Reimbursement will not be granted if documentation is not received. By signing this application, you are stating that the above information is accurate to the best of your knowledge, that you agree to the requirements and there are no delinquent accounts with the City of Inlay City.

Applicant Signature

Date

For DDA use only

Property: _____

Has been found to be: _____ Consistent _____ Inconsistent with DDA guidelines. **Work completed:** _____

Date

It is therefore: _____ Eligible _____ Not Eligible for the grant program.

Total amount to be granted upon installation/completion :\$ _____ **Grant Monies Issued:** _____

Determined By: _____

Date

Name

Date