

Facade Improvement Program Application

I am seeking: (check all that apply)

- Architectural Assistance Facade Improvement Grant Sign/Awning/Lighting Rebate

1. Address of property to be improved: _____
2. Age of property (Approx.): _____
3. Owner name: _____
4. Phone: _____
5. E-mail address: _____
6. Owner address: _____

(If different from owner)

7. Applicant address: _____
8. Applicant phone: _____
9. E-mail address: _____
10. Do you own or lease the property? Own _____ Lease _____ (Term) _____
11. Is the first floor of the building to be improved currently occupied? Yes No
 - Name of Business: _____
 - Type of Business: Retail _____ Service _____ Professional _____ Other _____
 - Number of Employees: _____ Telephone: _____
12. The following information must be submitted with your application to insure quick processing:
 - a. Project plans and specifications or other appropriate design documentation.
 - b. Samples of paint colors to be used on facade improvements or signage
 - c. Photograph of existing condition of property
 - d. Application Checklist
 - e. Copy(s) of cost estimate(s) (minimum of 2 estimates required)
 - f. Written permission from property owner if applicable (attach)

- I understand that I am responsible for the maintenance of the facade improvements described here for a period of five (5) years from the date of the project completion or until such time as the building is sold.
- I understand the improvement grant must be used for the project described in this application and that Delphi Main Street Organization Design Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.
- I acknowledge that the Delphi Main Street Organization is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

Applicant's Signature _____

Date _____

Property Owner _____

Date _____

(if different from above)

Facade Improvement Program Checklist

Please submit this checklist as part of your application:

General

- _____ Application
- _____ Photograph of existing condition of property
- _____ Project plans and specifications of proposed improvements, including all materials and colors.
- _____ Written permission from property owner (if applicable)

Architectural Assistance

- _____ Written proposal from an accredited architect

Facade

- _____ Provide a rendering of major changes include specifications of all materials and colors.
- _____ When painting provide paint samples and note where each color will be used.
- _____ When installing an awning provide information about the color, style, and position of awning chosen
- _____ Submit written estimates from a minimum of two contractors

Sign/Awning/Lighting

- _____ Provide a color rendering of design
- _____ Include specifications as to the size (height, width, and depth) of the sign/awning and/or lighting
- _____ Note how and where the sign/awning/lighting will be located on the building
- _____ Submit two (2) written estimates

Mail Completed Application to:

Facade Improvement Program
Delphi Main Street Organization
201 South Union
Delphi, Indiana 46923