

# SOUTH HAVEN FAÇADE IMPROVEMENT PROGRAM – APPLICATION FORM

## PROJECT INFORMATION

TYPE OR PRINT IN INK

Property location: \_\_\_\_\_  
\_\_\_\_\_

Property zoned as: \_\_\_\_\_ PIN #: \_\_\_\_\_

Business(es) located on property: \_\_\_\_\_  
\_\_\_\_\_

Owner of record: \_\_\_\_\_  
\_\_\_\_\_

Building age(s): \_\_\_\_\_

### **IF LEASED:**

Lease expiration date: \_\_\_\_\_

Property located in historic district:  Yes  No

Renewal term: \_\_\_\_\_

Nonconforming sign on property:  Yes  No

## APPLICANT INFORMATION

Applicant name: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_

Address of property to be improved: \_\_\_\_\_  
\_\_\_\_\_

Name of business: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Home phone: \_\_\_\_\_  Same as cell

Email: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Applicant name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Describe in detail the proposed scope of work including design firm and/or contractor(s) selected. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

## DESCRIPTION OF PROPOSED PROJECT: (EXHIBIT NO. \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated construction:**

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_ Total project cost: \_\_\_\_\_

**BUILDING INFORMATION**

Will the proposed project result in a change of use for the building?  Yes  No

**Uses of the building after completion of façade project:**

1<sup>st</sup> Floor: \_\_\_\_\_  
\_\_\_\_\_  Same as previous

2<sup>nd</sup> Floor: \_\_\_\_\_  
\_\_\_\_\_  Same as previous

3<sup>rd</sup> Floor: \_\_\_\_\_  
\_\_\_\_\_  Same as previous

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

**OTHER REQUIRED DOCUMENTATION:**

- Property deed with legal description of property
- Proof that all property taxes are paid and current
- Detailed project budget
- Three (3) contractor quotes for total scope of work

- Proof of property and liability insurance
- Signed mortgage note
- Copies of any leases associated with the property
- Photographs of proposed project site

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the South Haven Façade & Sign Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the Porter County Redevelopment Commission.

The applicant further certifies that he/she has read and understands the South Haven Façade & Sign Improvement Program Guidelines. If a determination is made by the Board of Works that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the Porter County Redevelopment Commission, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all South Haven Façade & Sign Improvement Program funding commitments are contingent upon the availability of program funds.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_