

FACADE IMPROVEMENT GRANT APPLICATION



INSTRUCTIONS			
1. Review the Facade Improvement Grant Guide before completing this application. 2. Complete all information requested as required by §32.449 of the Oak Forest Code of Ordinances. 3. Submit all required submittal materials with this completed application to the Community Development Department. ***An application will be considered <u>incomplete</u> if any information or materials are missing***			
NAME OF BUSINESS(ES)			
APPLICANT INFORMATION			
NAME / TITLE			
ADDRESS		CITY/STATE/ZIP	
PHONE		EMAIL	
<input type="checkbox"/> APPLICANT IS PROPERTY OWNER		<input type="checkbox"/> APPLICANT IS LESSEE	LEASE TERM
PROJECT INFORMATION For the property to which the grant will be applied.			
ADDRESS		CITY/STATE/ZIP	
PARCEL IDENTIFICATION NUMBER(S)		CURRENT USE	
ASSESSED PROPERTY VALUE			
PROJECT TEAM	NAME	PHONE	EMAIL
DEVELOPER/CONTRACTOR			
ENGINEER			
ARCHITECT			
OTHER			
PROPOSED IMPROVEMENTS Check all that apply.			
<input type="checkbox"/>	Installation, repair and replacement of exterior exit doors to provide public access, meet current building and fire codes, and/or improve the overall appearance of the building	<input type="checkbox"/>	Repair, replacement and installation of exterior stairs, porches, railings and exit facilities
<input type="checkbox"/>	Painting of the exterior of the building	<input type="checkbox"/>	Repair and replacement of signs
<input type="checkbox"/>	Repair, replacement or addition of exterior shutters and awnings, except for backlit and/or plastic awnings	<input type="checkbox"/>	Repair and rebuilding of exterior walls, including cleaning, sealing, tuck-pointing, painting and the like
<input type="checkbox"/>	Tuck-pointing, other repair and cleaning of exterior bricks	<input type="checkbox"/>	Repair or construction of cornices in order to replicate the building's original facade
<input type="checkbox"/>	Repair of windows, frames, sills, glazing, replacement of glass, and installation of new windows	<input type="checkbox"/>	Repair, installation, replacement or addition of any other improvement the City Administrator deems appropriate
<input type="checkbox"/>	Landscaping and streetscape improvements including, but not limited to brick pavers, lighting and furnishings	<input type="checkbox"/>	Other proposed improvements, described below: _____ _____

PROPOSED IMPROVEMENTS NARRATIVE | Describe in narrative format the scope of work and the intent of project.

PROJECT COST | List the Itemized Costs and then the Total Cost. Continue as needed on additional form.

Item	Cost
TOTAL GRANT REQUEST AMOUNT	

REQUIRED SUBMITTAL MATERIALS
 All items listed below must be submitted with this completed application prior to review by staff and public officials.

<input type="checkbox"/>	Current plat of survey with legal description
<input type="checkbox"/>	Photos of the building or property area to be enhanced
<input type="checkbox"/>	Three identical bids for the above described scope of work
<input type="checkbox"/>	If leased, letter of consent from property owner
<input type="checkbox"/>	Most recent property tax bill
<input type="checkbox"/>	Schematic drawing(s) with enough detail to depict proposed improvements, in accordance with the Facade Improvement Grant Guide

I, the undersigned, do hereby certify that the statements in and materials included with this application are true and correct to the best of my knowledge.

Signature

Date