

Façade Improvement Program Application



APPLICANT'S INFORMATION

Applicant's Name: _____

Please circle if you are a: Business Owner or Property Owner

If you are a business owner, what is the name of your business? _____

Applicant's Address: _____

Applicant's Phone: (_____) - _____

Applicant's E-mail: _____

TENANT INFORMATION

If you are a property owner, list all current tenants and their date of lease expirations.

PROJECT CONTACT PERSON INFORMATION (if different from above)

Contact Person's Address: _____

Contact's Phone: (_____) - _____ Fax Number: (_____) - _____

Contact's E-mail: _____

PROPERTY INFORMATION

Legal Property Owner: _____ Owner's Phone: (_____) - _____

Owner's E-mail: _____

Property Address: _____

Anticipated Start Date: Month: _____ Year: _____

Project Architect: _____ Architect's Phone: (_____) - _____

The Sutphin Boulevard BID will provide design guidance for your project. Please contact us if you wish to receive a list of recommended architects or contractors. The BID is dedicated to improving Sutphin Blvd and would like to assist you as much as possible with improving the appearance of your building or storefront.

APPLICANT CONSENT AGREEMENT

I commit to complete the above mentioned project in a timely manner and within 6 months of project initiation. I understand that I am obligated to comply with any applicable federal, state and local regulations and to obtain all necessary approval and permits from government agencies, including the New York City

Department of Buildings (DOB). I release the City, the New York State Housing Trust Fund Corporation (HTFC), and the Sutphin BID from any and all claims arising from this project.

I understand that the grant is awarded as a reimbursement for eligible project expenses following the satisfactory completion of the project and upon receipt of proof of payment. Project's that are not completed in a manner consistent with the agreed upon scope of work will **not** be eligible for reimbursement. I further understand that the maximum grant amount is \$50,000, and that the grant can only cover up to 75% of the project's total cost. The grant award is subject to the terms and conditions of the contract that the Sutphin BID has entered with HTFC.

I have read the Sutphin BID's grant materials, including the "Design Guidelines" and "Selection Guidelines." If selected, I agree to follow the outlined grant process, completing work that is in keeping with the Sutphin Blvd BID's guidelines and executed as specified in the contract between the applicant and the BID. I will request the BID's approval prior to modifying the project scope or specifications.

Applicant's Signature

Date

If the applicant is not the property owner, please have the property owner or an authorized representative review the application and sign below. As owner of the property at _____, I have reviewed the above application and authorize the operator of _____ at said address to perform the façade improvements described above as part of the Sutphin Blvd Façade Improvement Program.

Signature of Property Owner

Date

ATTACH ALL REQUIRED DOCUMENTS *See Page 3 for a list of documents and instructions.*

SUBMIT COMPLETED APPLICATIONS TO THE BID OFFICE AT:

89-00 Sutphin Blvd, Suite 204C Jamaica, NY 11435

For questions, contact the BID office at (718)291-2110, or email info@sutphinblvdbid.org. Or visit sutphinbid.org.

Façade Improvement Program Application (*continued*)

LIST OF REQUIRED DOCUMENTS

Pre-Approval

The following is a checklist for all documents that MUST accompany all applications submitted to the BID for pre-approval.

- A **Copy of the Deed** for Property Owners **or** a **Copy of the Lease** for merchant applicants.
- Initialed statement of agreement to abide to the Sutphin Blvd BID “Design Guidelines and Project Selection Guidelines.”
See attached copy.

Final Approval

The following is a list of documents required for the final approval stage, conducted by the BID’s selection committee. These documents are NOT required for pre-approval, but are listed here in the event your project seeks final approval.

- Detailed Scope of Project
Include a detailed summary of all work to be completed and a timeline for completion.
- Project Budget** (with at least 2 estimates for all proposed work) **& Financing Plan**
Before final approval, the BID must be provided copies of at least **2** estimates for all work that is to be completed. In addition, a financing plan must be submitted to ensure the BID that all work will be able to be completed. The BID will provide applicant with a list of approved contractors.
- Copy of Signed Letter from Property Owner endorsing the project (*for merchant applicants only*)