

**DOWNTOWN FAÇADE IMPROVEMENT
GRANT PROGRAM**

Please be advised that I, as a property and/or business owner, intend to begin and complete the following Façade Improvement Project(s):

Check all that apply:

- Installation and/or replacement of awnings
 - Installation and/or replacement of exterior lighting
 - Façade cleaning
 - Façade painting
 - Façade masonry repair
 - Removal, repair, replacement, or addition of signage
 - Door repair and/or replacement
 - Window repair and/or replacement, including upper story windows
 - Removal of coverings and additions to re-expose original features of storefronts
 - Providing Americans with Disabilities (ADA) approved handicapped access
 - Design assistance including architectural, historic preservation, and graphic design services
 - Roof repairs that are part of the overall façade project
 - Building permit and other miscellaneous fees
 - Demolition of property related to the project
 - Sidewalk repair and/or replacement
 - Landscaping
 - Other
-

I will will not be using design assistance for this project.

I am the property owner business owner of the project property located at:

The following is a brief description of the project (you may attach another sheet if necessary):

PROJECT ID: _____

Estimated project cost \$ _____

Targeted project start date: _____ Completion date: _____

Initial each of the following that are applicable:

_____	I understand that this "Letter of Intent" is the first step in the application process and does not constitute a guarantee or promise that funding will be offered or awarded.
_____	I understand and agree that the façade improvements shall be completed in accord with the Downtown Façade Improvement Grant Program Guidelines and the terms of any Funding Offer and/or Grant Agreement.
_____	I am not the property owner of record and have attached a notarized letter from the owner authorizing any and all improvements to be made in accord with this funding program.

Printed Name: _____

Mailing Address: _____

Daytime Phone No(s): _____

E-mail address: _____

Signature

Date

FOR DESIGN COMMITTEE USE ONLY

Design Committee Review Date: _____ Site Visit Date: _____

- City of Warren Real Estate Taxes current (all properties owned) Yes No
- City of Warren Sewer Accounts current (all properties owned) Yes No
- City of Warren Building Codes Violations Yes No
- City of Warren Property Maintenance Violations Yes No
- City of Warren Property Nuisance Violations Yes No
- Owner of any properties in Warren County that have been declared blighted Yes No
- The proposed project conforms with the Zoning Ordinance Yes No
- Proposed activities are **tentatively** approved as eligible under the Grant Program pending review of plans and supporting materials to be submitted with the grant application Yes No

PROJECT ID: _____

Letter of Intent approved, funding application to be offered

Yes No

Signature by representative of Committee:

Trish Durbin, Redevelopment Authority Chairman

Date

OR

Randy Rossey, Redevelopment Authority Vice-Chairman

Date