

**Snow Hill
Façade Improvement Program
Grant Application**

BUSINESS



Application Deadline:

March 15, 2016

Snow Hill Façade Improvement Program Grant Application

Checklist

Please note: Applicants will be limited to **one** application **per** property. Multiple projects on the same property will be considered together as one application.

Please assemble the application package in the sequence indicated below and label each item. **Incomplete applications will not be considered for funding.** Check off each item to ensure you are submitting:

- Non-refundable \$25 application fee attached, payable to the Town of Snow Hill.
- Completed Application
- Two color photographs that show existing building conditions (required)
- Detailed plans, sketches, or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Detailed cost analysis from the contractor (required)
- Additional information attached (optional)
- Approval letter from owner (if renting)
- Copy of lease (if renting)

Prior to submitting an application, applicants can meet with the Town Manager or a Review Committee Member representative in regards to their project. This is voluntary and assures good communication of project goals/objectives.

I have:

- Met and discussed my proposed project with
 - Snow Hill Town Manager
 - Review Committee Member
 - Date of Meeting: _____
 - Committee member: _____
- Not met with any Snow Hill members in regards to my project



General Information

Use blue or black ink only

Name of Name of Applicant: _____

Name of Business: _____

Project/Business Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Type of Business: _____

Applicant is the:

- Property Owner
- Business Owner
- Other: _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Do you have the option to renew your lease? What are the terms?

Property owner's name (if different from applicant): _____

Property owner's address: _____

Property owner's phone number: _____

- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the Town of Snow Hill, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.
- It is understood that all debris and building materials will be removed from the property at the completion of the project. No funds will be disbursed until this is done.
- The applicant agrees to maintain the property and improvements and make repairs to the property when needed. Maintenance shall include, but not be limited to, promptly removing graffiti, trash, and sweeping and shoveling in front of the property. There shall be no material changes to or adding to the façade, front or awning of such building without approval of the Façade Review Committee and the Snow Hill Historic District Commission.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant authorizes the Town of Snow Hill to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in materials and press releases.
- The applicant has read and understands the “Snow Hill Façade Improvement Program Overview” document outlining program guidelines and procedures.
- The applicant understands that the Town of Snow Hill reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

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Signature of Applicant: _____

Date: _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

If applicable: I, as a Review Committee Member, recuse myself from voting on this application.

Signature of Applicant: _____

Owner Authorization

As owner of the property (insert address) _____

I have reviewed the above application and authorize operator of

_____ at said

address to perform the facade improvements described above as part of the Snow Hill Façade Improvement Program.

Signature of property owner or authorized representative:

Date: _____