

CITY OF EDGERTON

APPLICATION FOR DOWNTOWN FAÇADE AND SIGN IMPROVEMENT PROGRAMS



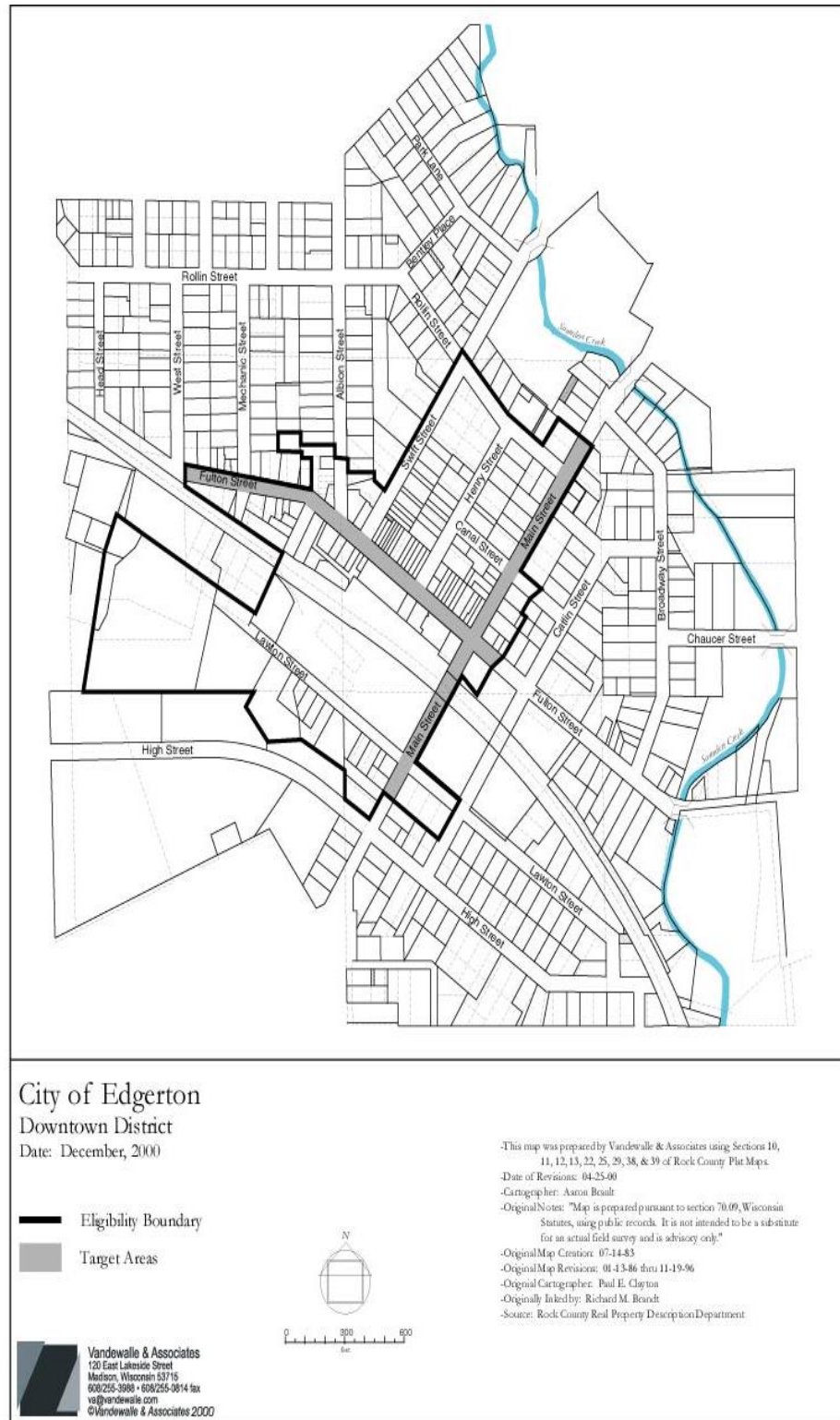
GENERAL INSTRUCTIONS FOR SUBMITTING APPLICATIONS

1. Applications must be turned in at City Hall.
2. All applications must be complete as well as signed and dated (Page 6).
3. Submit the original application and appropriate attachments (Page 6) to:

Attn: Façade and Sign Improvement Application
City Hall
12 Albion Street
Edgerton, WI 53534

4. Unless the requirement to have an architect's drawing is waived by the RDA, all applications must be accompanied by a sketch by an architect approved by the RDA.
5. If you have questions:
Contact City Hall via telephone or e-mail:
(608)884-3341 or rflanigan@cityofedgerton.com





FAÇADE AND SIGN IMPROVEMENT APPLICATION

Note: You may apply to be considered for the grant and loan program.

*For instance if you checked the box indicating an application for the façade improvement grant and loan programs, you would first be considered for the grant program, if not awarded funding for the grant program, you will be considered for the loan program.

Application for:

Façade Improvement Grant Program only

☐

Sign Improvement Grant Program

☐

Applicant Name _____

Address _____

Property Owner _____
(If different from applicant)

Applicant Telephone _____ Fax _____ E-mail _____

Location of Property _____
(If different from above address)**Part I: Scope of Project**

Please check any of these items that will be improved in your proposed project. The “other” category below allows you to include items that may not be listed. Please elaborate on any of these items in the blank area below as appropriate.

Replace awnings _____

Repaint trim _____

Replace windows _____

Replace signage _____

Replace siding _____

Replace/renovate doors _____

Masonry work _____

Paint building exterior _____

Other _____



Part II: Value to Downtown

Describe the value of the project to the Downtown. Include statements and documentation of previous investments you have made in the property for which you are applying. How will this project improve the overall image of Downtown.

Part III: Property Location

Describe the location of the property. Include statements about the property's visibility or coordinated efforts with neighboring properties to do improvements. Explain why the property's location is important to the Downtown.

Project Costs

Estimated Total Project Cost _____
(Please complete budget worksheet on next page)

*Maximum Sign Request = Total project cost x 0.5 Sign request _____

**Maximum Grant Request= Total project cost x 0.40 Grant request _____
(Maximum grant request cannot exceed \$5,000)

*Sign applicants must provide a minimum of 50% of the total project cost.

**Grant applicants must provide a minimum of 60% of the total project cost.



APPLICATION CHECKLIST

Each line must be initialed by the person who signs the application, certifying that all items are included in the submitted proposal.

Required application submittal includes (as applicable); please include items in the following order:

_____ Initialed Application Checklist (page 6, this page of the packet)

_____ Completed Application (page 4 and 5 of this packet)

_____ Photograph(s) of existing façade and building

_____ Architect's drawing

_____ Plans

_____ Specification of paint and proposed materials

_____ Project timetable

_____ At least two cost estimates (construction bid for proposed work)

_____ Completed Budget Worksheet (page 7 of this packet)

By signing below, the applicant certifies that all the information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Signing this application also verifies that the improvements proposed adhere to the City's *Downtown Design Guidelines*. Verification may be obtained from any source named herein.

Applicant Signature _____ Date _____



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BUDGET WORKSHEET

EXTERIOR

Estimated Project Costs

(Please include copies of bids)

Masonry work	\$ _____	Paint	\$ _____
Carpentry	\$ _____	Electrical	\$ _____
Windows	\$ _____	Doors	\$ _____
Awnings	\$ _____	Signage	\$ _____
Other _____	\$ _____	Other _____	\$ _____
Total Estimated Cost	\$ _____		

While only costs associated with exterior improvements can be used as a match, applicants are encouraged to submit improvements planned for the interior of their building, as it may increase the score of the application.

INTERIOR

Estimated Project Costs

Structural work	\$ _____	Paint	\$ _____
Carpentry	\$ _____	Electrical	\$ _____
Tenant Improvements	\$ _____	Other _____	\$ _____
Other _____	\$ _____	Other _____	\$ _____
Total Estimated Cost	\$ _____		

