



**Uptown Corridor Improvement Authority
Facade Improvement Program
Application Form**

In order to review a request for assistance under the Uptown Facade Improvement Program, the Design Committee needs information about your project. This information will confirm that your project qualifies for assistance under the program. Please read all instructions carefully and complete all sections of the application. If you need additional room to answer any question, attach additional pages of exhibits.

Part A: Property Information

A1. Property Location & Description

Property Address:

Parcel Number:

A2. Building Information

Current use of property:

Proposed use of the property:

Building Information:

Number of floors in building: Total Linear Frontage Area:

Is the building storefront vacant or occupied?

A3. Project Information & Description

Describe in detail what is intended to be done to improve the facade of this building. Attach additional pages as needed.

A4. Project Cost

Total estimated project cost: \$

Amount of requested assistance: \$ (Maximum \$20,000)

A5. Project Architect (if applicable)

Name:

Phone:

A6. Required Attachments:

The following items must be attached in order to process this application:

- Photo / Elevations / Renderings
- Project Budget
- Certificate of Appropriateness (if the building is located in a historic preservation district).
- Proof of funds to complete described work

Part B: Threshold Criteria

If a "No" response is given to any of these questions, it does not qualify for assistance under the Uptown Facade Improvement Program.

B1. Is this project located within the boundaries of the Uptown Corridor Improvement Authority? (See attached map.)

B2. Will the proposed funds be used exclusively for the improvement or restoration of an existing building's facade?

B3. Have all applicable City permits been obtained?

Part C: Point Evaluation System

C1. What percent of the total project rehabilitation cost does the request represent?

- 15 points 6% - 20%
- 10 points 21% - 40%
- 5 points More than 40%

C2. What is the current occupancy status of the building proposed to be rehabilitated?

- 15 points Vacant
- 10 points Occupied, but vacancy exceeds 50% of building space
- 5 points Occupied, but vacancy is less than 50% of building space

C3. What percentage of total building frontage will be rehabilitated through the project?

- 25 points 100%
- 15 points 75% - 99%
- 10 points 50% - 74%
- 5 points 20% - 49%
- 0 points Less than 20%

C4. When completed what percentage of total building frontage will be transparent?

- 15 points 70% or more
- 10 points 60%-69%
- 5 points 50-59%
- 0 points 50% or less

C5. Are exterior renovation plans consistent with the Secretary of Interior's Standards for Historic Rehabilitation?

- 10 points Yes
- 0 points No

C6. Will the renovations remediate existing code violations or non-conforming conditions?

- 10 points Yes
- 0 points No

C7. Does the renovation involve the activation of a currently vacant storefront?

- 10 points Yes
- 0 points No

C8. When completed, will the project be owner-occupied? (no points assigned)

Part D. Applicant Information

D1. Applicant Information

Identify the person or organization requesting assistance. If an organization is requesting assistance, please indicate the name of the organization exactly as it is registered and indicate the name of the person that should be contacted. If an individual is requesting assistance; please indicate the full name of all persons having an interest in the property.

Name:

Organization:

Address:

City:

Applicant's Telephone:

Daytime:

Evening:

Organization: If the applicant is not an individual, indicate type of organization:

- Partnership
- Corporation
- Limited Liability Corporation
- Other
- EIN#:

D2. Applicant Interest

Identify the applicant's legal interest in the subject property:

- Property owner having title
- Land contract vendee
- Purchaser by option or purchase agreement
- Lessee
- Other:

D3. Request

Applicant must read the following statement and sign the application below.

The undersigned hereby request that the Uptown Corridor Improvement Authority provide assistance to the project described in this application for the express purpose described above. The applicant affirms and acknowledges the following:

That the applicant has legal interest in the property as described in Section D2 of the application.

That the offer of assistance will only be effective only upon execution of the agreement between the applicant and the Uptown CIA.

That the answers and statements contained in this application and in the attachments are in all respects true and correct to the best of my knowledge and belief.

Print or Type Applicant Name

Date

Signature

D4. Owner's Signature

If the applicant is not the owner or the property, the property owner must read the following and sign below.

The undersigned hereby affirms and acknowledges that he, she or they are the owner(s) of the property described in the application, are aware of the contents of this application, and hereby authorize the applicant to submit this application and represent the undersigned in the matter being reviewed by the Design Committee and Uptown CID.

Print or Type Name of Owner

Date

Signature

Owners Address:

Phone Number:

Return completed application with attachments to:

Uptown Corridor Improvement Authority
PO Box 6632
Grand Rapids, MI 49516-6632

Phone: 616-920-0383
Email: imiller@uptowngr.com

Uptown Corridor Improvement District Boundary Map

