



# Façade Improvement Program Application Form

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address of Building Considered for Façade Work \_\_\_\_\_

List Persons with a Legal Interest in this Property \_\_\_\_\_

\_\_\_\_\_

Present Building Use (If mixed-use, specify use by floor) \_\_\_\_\_

\_\_\_\_\_

Estimated Project Cost \_\_\_\_\_ (Include copies of contractor bids)

Proposed Start Date \_\_\_\_\_ Proposed Completion Date \_\_\_\_\_

**Required documentation to be submitted with application (taken from Marshall DDA Façade Improvement Program Guidelines, XI. Application Requirements:**

- Completed application, including \$35.00 non-refundable application fee (check payable to *City of Marshall*)
- Legal property description and/or Mortgage Survey
- Description of current use and proposed use of building after completion of project, including color photographs of building before initiation of project
- Project design plans, noting design firm or professional who prepared plans
- Copy of construction bids (1 required, 2 or 3 recommended)
- Timeframe for completion of project
- Proof of property & liability insurance
- Proof of property taxes paid current
- Written consent for program participation by property owner, if applicant is a tenant
- Written consent for program participation by land contract holder, if applicable
- Copy of property warranty deed
- Copy of lease, if applicable (application being submitted by tenant)

