

Westfield Facade Improvement Grant Program Application

Applicant Information

Name _____

Business Name _____

Type of Business _____ Email address _____

Mailing address _____

Daytime phone number _____ Mobile phone number _____

Are all accounts with Westfield Public Works current? Yes No

Are property taxes current? Yes No

Are there any other occupants or businesses located on the premises? Yes (see below) No

If you checked Yes, provide Occupant information. (Attach additional sheets if necessary)

Occupant 1:

Name of Business _____

Type of Business _____

Contact Information _____

Occupant 2:

Name of Business _____

Type of Business _____

Contact Information _____

Property Owner Information (Complete this section if Owner is different than Applicant.)

Name _____

Business Name _____

Type of Business _____ Email address _____

Mailing address _____

Daytime phone number _____ Mobile phone number _____

Are all accounts with Westfield Public Works current? Yes No

Are property taxes current? Yes No

Property Information

Do you own or lease the property? Own Lease (If you are leasing the property owner must sign this Application.)

Date(s) of building construction update(s) (if applicable) _____

Is the building currently occupied? Yes No

How long have you occupied the space which will be enhanced by this grant request? _____

Project Information

The Westfield Facade Improvement Grant must be used for the project described below. The Westfield Facade Improvement Grant Program Committee must review this application and approve the project **prior** to beginning construction or incurring expenses.

Total project cost \$ _____ Grant amount requested \$ _____

Address of property to be improved _____

Parcel number(s) of property to be improved _____

Could this building be considered a historic structure? Yes No

If available, provide the date of construction _____

Describe in detail the proposed scope of work for which a grant is being requested.

Attach at least two itemized estimates of costs by a professional contractor for the proposed scope of work described above. If the work is to be done by the applicant or owner, estimates must be from two (2) alternate professionals.

Attach the plans and specifications, including materials and colors, for the project described above.

In your own words describe how this project ties into the vision of Downtown Westfield. (Attach a separate sheet if necessary).

Application checklist:

1. Completed and signed application. If the applicant is different than the property owner, the property owner must also sign this application.
2. Current photograph of property to be enhanced. Photos become property of the City of Westfield.
3. Two itemized cost estimates from a professional contractor other than the property owner or applicant for the same scope of work.
4. All taxes on the property must be current.
5. All accounts with Westfield Public Works must be current.
6. Copies of project plans and specifications including colors and an itemized list of materials.

I understand the Westfield Facade Improvement Grant (the "Grant") must be used for the project described in this application and that the Westfield Facade Improvement Grant Program Committee must review and approve the application prior to beginning construction or incurring expenses. I understand that failure to comply with the Westfield Facade Improvement Grant Program (the "Program") may result in the loss of the Grant.

I acknowledge that the City of Westfield is obligated only to administer the Program and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project undertaken by the applicant and/or property owner.

Signature of Applicant

Date

As the legal owner of the property for which a Grant is being requested, I hereby grant authorization to complete the project outlined in this application.

Signature of Owner

Date