



City of Westbrook
Downtown Façade Improvement Program
Application

1. Name of Applicant: _____

2. Please check one: Property Owner Tenant
(See "Required Documentation" list on Application p. 2)

3. Business Name (if applicable): _____

4. Property Address: _____

5. Mailing Address (if different from above): _____

6. Daytime Phone: _____ 7. Email: _____

8. Description of the project (see "Eligible Projects" list on program overview)

a. Please provide a brief written description of each proposed activity, accompanied by materials to be used. (For example: (1) Paint entire street facade with 3 colors, a base wall color, a trim color and an accent color (2) Remove existing internally illuminated sign and replace with a new sign.) Attach additional sheets as necessary. Note: All projects must comply with Code and Village Review requirements. **Facade grant letter will not be issued until you have contacted the Department of Planning and Code Enforcement to determine if your project requires permits.**

b. Please attach a photo of where each proposed activity will take place as well as design sketch(es) showing what it should look like when finished, if applicable. Please include any information that will help in the processing of your application (see "Required Documentation" list on Application p. 2).

9. Total Estimated Cost of Improvements: _____

On a separate page, provide a cost breakdown for labor and material, based on the estimate(s) from qualified and insured contractor(s) for each proposed activity, selected from at least three bids (see "Required Documentation" list on Application p. 2).

10. Funding

Total Grant Amount Requested: _____

Source and Amount of Matching Funds: _____

11. *I have read and understand the attached Program Overview and Guidelines. I understand that this is a matching grant program and that the money is granted on a reimbursement basis, following completion of work. I also understand that improvements not pre-approved by the Westbrook Economic Development Department will not be funded.*

Applicant's Signature

Date

12. Property Owner's Acknowledgement (if Applicant is a Tenant)

I am the Property Owner of the above address. I have been informed of the Applicant's intention to perform the improvements described in the attached documentation, and I hereby approve the proposed improvements.

Property Owner's Signature

Date

13. Property Owner's Contact Information (if different from Applicant)

Full Name: _____ Daytime Phone: _____

Address: _____

Email: _____

Required Documentation:

- a. Business tenants must provide a copy of their lease. Property owners must provide proof of ownership.
- b. Provide a cost breakdown for labor and material, based on three estimates from qualified and insured contractors for each proposed activity. Three estimates are required to encourage quality and value. Then, provide a detailed estimate from your chosen contractor along with an explanation for why this is the lowest responsible and responsive estimate.
- c. Elevation view of facades, site plan showing alterations or other graphics of the proposed improvements.

Please submit your completed application along with Required Documentation to Economic Development Specialist, Nancy Litrocapes, via email at nlitrocapes@westbrook.me.us OR mail or bring to:

City of Westbrook
Attn: Nancy Litrocapes
2 York Street
Westbrook, Maine 04092

Facade Improvement Grant applications are accepted on a rolling basis until current funds are exhausted. Applicants will be notified of decision within two weeks of receipt of application.

We look forward to serving your business!