

**CITY OF NEW LONDON
FACADE IMPROVEMENT PROGRAM
APPLICATION**

INSTRUCTIONS:

Complete all items carefully and accurately to the best of your knowledge and return to:

Ned Hammond, Economic Development Coordinator
Office of Development and Planning
111 Union Street
New London, CT 06320

(Please type or print. Mark N/A items that are not applicable)

1. APPLICANT AND OWNER INFORMATION

Applicant is the principal person responsible for this application, i.e. the owner of the property or the owner of the business. Not the applicant's agent.

APPLICANT'S NAME _____

MAILING ADDRESS _____

TELEPHONE NUMBER (Daytime and/or cell) _____

FAX NUMBER _____

E-MAIL _____

AGENT FOR APPLICANT (Name & Tele #) _____

BUSINESS ORGANIZATION OF APPLICANT:

Corporation (d/b/a) _____

Partnership _____

Sole Proprietorship

OWNERS AND OFFICERS IN APPLICANT'S BUSINESS ORGANIZATION

Position

Name and Address

PROPERTY OWNER(S) NAME (Titleholder)

Permission and signature of property owner is required on page 5 of this application.

MAILING ADDRESS _____

TELEPHONE NUMBER (Daytime) _____

CONNECTION OF APPLICANT TO THE BUILDING TO BE RENOVATED UNDER THIS
FAÇADE IMPROVEMENT PROGRAM:

- Owner: Attach proof of ownership (property deed, tax bill, etc)
- Tenant: Attach copy of lease or summary of terms

2. **PROPERTY INFORMATION**

ADDRESS OF SUBJECT PROPERTY _____

NAME OF EXISTING OR PROPOSED BUSINESS(ES) AT THIS LOCATION

NAME(S) OF BUSINESS OWNER(S) OR MERCHANT(S)

Name

Phone

TYPE OF PRODUCT OR SERVICE _____

TYPE OF BUILDING CONSTRUCTION (e.g. brick, stone, wood, etc.) _____

3. **PROPOSED FACADE IMPROVEMENT(S) DESCRIPTION**

Project Description: (Describe the scope of the work proposed, include the size, the type of materials, product specifications, color of paints and other materials where applicable: Attach detailed sketches, plans and/or renderings.)

PHOTOGRAPHS

Supply at least two 4 x 6 photographs of the existing building façade. Additional photographs of the specific work area are recommended.

Number supplied with application _____

ESTIMATED COST OF PROJECT: (Attach a detailed cost breakdown of the project. Attach copies of all contractor proposals for all work).

Total estimated cost of all façade improvements: \$ _____

Total amount of Façade Program funds requested: \$ _____

Balance of project cost to be paid by Applicant: \$ _____

Please indicate funding sources for Applicant's cost:

Cash (Specify amount) \$ _____

Loan (Specify amount, type of loan, and financial institution) _____

ARCHITECT: Name and address of architect who is responsible for your drawings, plans, and permits:

Name: _____

Address: _____

Telephone No. _____ Fax _____

CONTRACTOR(S) NAME(S), ADDRESS, TELEPHONE NUMBER(S) that may have an interest in bidding on this project:

4. **STATUS OF TAXES, LOANS, UTILITY BILLS, ETC.** These items apply to both the owner of the subject property and the applicant when the applicant is not the owner of the property. These items apply to **all New London** properties owned by the owner or applicant, not just the subject property. This must be completed.

Are all real estate and personal property taxes due the City of New London paid in full?

Subject Property: Yes _____ No ____ (Please explain on supplemental sheet)
Other Properties: Yes _____ No ____ N/A _____

Are all New London water and sewer bills due paid in full?

Subject Property: Yes _____ No ____ (Please explain on supplemental sheet)
Other Properties: Yes _____ No ____ N/A _____

Are all City Center District taxes paid to date?

Subject Property: Yes _____ No ____ (Please explain)
Other Properties: Yes _____ No ____ N/A _____

Are loans through the Revolving Loan Fund or similar City Loan Programs paid up to date? N/A _____ Yes _____ No _____ (Please explain on supplemental sheet)

Revolving loan approved in association with this project.

Have you been cited for any existing zoning, building or property maintenance code violations that remain uncorrected?

Subject Property: Yes _____ (Please explain) No ____
Other Properties: Yes _____ (Please explain) No ____ N/A _____

Are you, the property owner or business applicant, involved in any litigation with the City of New London?

Yes _____ (Please explain) No _____

Have you completed and attached the Hold Harmless/Indemnity Agreement?

Yes _____ No _____

5. **CERTIFICATIONS**

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the City of New London Office of Development and Planning of any changes in the proposed project which may occur.

Signature of Property Owner

Date

Print Name

Signature of Commercial Tenant (if Applicant)

Date

Print Name

ADDITIONAL DOCUMENTATION

The following items should also be submitted with your application:

- A. If Owner, attach proof of ownership (property deed, tax bill, etc).
- B. If Tenant, attach a copy of your lease or summary of terms.
- C. Provide copies of architectural drawings, plans, and renderings of the new facade.
- D. Provide two 4 x 6 color photographs of the existing façade.
- E. Provide construction cost estimates and contractor proposals.
- F. Sign and attach the Hold Harmless and Indemnity Agreement.