



Façade Improvement Grant Program

Application

Instructions: Please complete all sections of this application. Attach all required documents as outlined in the "Required Documentation" section. For full program requirements, see the Façade Improvement Grant Program Guide.

Important: Applications must be received by the stated deadline. **No applications will be accepted after the deadline. Incomplete applications will not be considered.**

APPLICANT INFORMATION	
Applicant Name:	
Property Address	
Mailing Address <small>(if different):</small>	
Phone Number:	
Email Address:	
Are you the property owner? <small>(check one):</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If no, you must include a copy of your lease agreement and written approval from the property owner.)</small>

CURRENT CONDITIONS	
Describe the Property's Current Façade Conditions <small>(attach additional sheets if necessary)</small>	
Property Occupancy	<input type="checkbox"/> Vacant <input type="checkbox"/> Occupied. Specify:
Attach photos of the following to this application	<input type="checkbox"/> The entire façade to be improved <input type="checkbox"/> Close up(s) of each building asset to be repaired/improved (not necessary for painting projects)

PROJECT SCOPE

Provide a Brief Description of the Proposed Façade Improvements *(attach additional sheets if necessary):*

- Check all planned improvements that apply**
- Exterior painting
 - Installation or repair of canopy or awning
 - Window repair or replacement
 - Lighting enhancements
 - Restoration or preservation of original architectural features
 - Masonry cleaning and repairs
 - Structural stabilization
 - Replacement or repair of gutters and/or downspouts

Is the work part of a larger renovation project at the property?
 If so, please describe other planned improvements.

- Which of the following do you plan to use to perform the improvements?**
- Hire a Professional Contractor
 - Hire a Handyman
 - Do the work myself - I am a professional Contractor or own a construction related business
 - Do the work myself - I am not a contractor

- If available, please attach the following:**
- Design mockups
 - Schematic designs/drawings

<p>TIMELINE In all cases, construction MUST be complete and receipts submitted by June 15, 2024.</p>	<p>Approximate date work will begin:</p>	
	<p>Approximate completion date:</p>	

ADDITIONAL ELIGIBILITY CRITERIA

Do you or your business owe delinquent property taxes, or do you own any property that has been subject to tax foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you owe on ANY delinquent water / sewer accounts anywhere in Buena Vista (including any accounts in your name)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently own any property that is in violation of Virginia or local building, housing, and health codes or that has a history of code violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been cited for zoning or property maintenance code violations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project visible from a public street within the eligible program area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the project in compliance with local zoning, building, signage and property maintenance codes, including permitting?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REQUIRED DOCUMENTATION

The following documents are required for your application to be reviewed:

- Photographs** of the property's current façade.
- Itemized Cost Estimates/Quotes** from 2-3 contractors or suppliers for each budget activity. Applications without estimates/quotes will be considered incomplete.
- Design Plans/Specifications** for the proposed improvements, if available.
- For Tenant Applicants:** Copy of lease agreement and written approval from the property owner.

Note: Applications missing required documents will not be considered.

ACKNOWLEDGMENTS AND AGREEMENTS

By signing below, I acknowledge and agree to the following:

1. I understand that submitting this application does not guarantee approval of funding.
2. I certify that all information provided in this application is accurate and complete to the best of my knowledge.
3. If awarded funding, I agree to comply with all terms and conditions of the program as outlined in the program guide.
4. I understand that failure to comply with the terms and conditions may result in the forfeiture of grant funds.

Applicant Signature: _____ **Date:** _____

All applications and attachments should be submitted to **Kristina Ramsey, Director of Economic Development** no later than **February 7, 2025**. Either **in person/by mail** to 2039 Sycamore Ave., Buena Vista, VA 24416 **OR by email** to kristina.ramsey@bvcity.org.