



## University City Commercial Façade Improvement Program Application FY 2019/20

Date of Application: \_\_\_\_\_

### I. APPLICANT AND BUSINESS INFORMATION

Name of Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Project Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Minority/Women/Veteran Owned?  If Yes, please provide documentation.

### II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

### III. PROJECT FINANCING INFORMATION

Total Project Cost: \_\_\_\_\_

Amount of Grant Funds Requested: \_\_\_\_\_

Percentage of Total Project Cost Requested: \_\_\_\_\_

**(Maximum funding request cannot exceed 50% of the proposed project cost, up to \$15,000)**

Please explain how the applicant’s portion of the project will be financed (loan, etc.). Include any documentation and supporting evidence of applicant’s ability to finance their portion of the project.

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IV. PROPOSED FAÇADE IMPROVEMENTS

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the project elements. Attach additional pages if necessary. Note: A pre-application meeting and/or site visit with the applicant and City may be necessary to understand the scope and nature of the project.

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Please provide a project schedule and a tentative completion date. (Example, within six months, as soon as possible, summer, etc.)

**NOTE: Applicant must complete project within one (1) year of application approval**

V. ADDITIONAL SUBMISSIONS AND REQUIREMENTS

1. Color photographs of the existing building exterior. Need to show all sides of the building, with emphasis on the area to be improved
2. Design plans/renderings of the anticipated façade improvements, including any signage
3. Three (3) bids from contractors detailing the following:
  - Description of the materials to be used and the construction procedure
  - Itemized cost estimate of the project
4. Applicants, if a tenant, must provide signature approval from the property owner (see below)
5. By signing below, applicant agrees:
  - Façade improvements will comply with all applicable city codes, ordinances, and the Olive Boulevard Design Guidelines (if applicable).
  - To complete the façade improvements within one (1) year of approval of this application
  - To attend a pre-application meeting with City staff, if needed

VI. CERTIFICATION

Please read the following and sign below. **Property owner and tenant must sign, if different.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The City of University City retains the sole decision as to whether this grant application is approved, denied, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project. Applicant also agrees to allow the City to provide and maintain landscape elements (flower planters, etc.) along the building façade when appropriate.

**APPLICANT**

**PROPERTY OWNER (if different)**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**FOR OFFICE USE ONLY**

Approved Amount of Funding: \_\_\_\_\_ Parcel ID Number (St. Louis County): \_\_\_\_\_

Business License and Occupancy Permit current? YES  NO

Project Approved as stated in Application YES  NO

If No, Explain Modifications \_\_\_\_\_

Application Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Applicant Notified to Proceed:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notification Method (Email, Phone, etc.)

Submit completed application to Jenny Wendt, City of University City, , 6801 Delmar Blvd., University City, MO 63130 or email to [jwendt@ucitymo.org](mailto:jwendt@ucitymo.org). Questions, call 314-505-8562