



# APPLICATION FOR THE FAÇADE IMPROVEMENT PROGRAM

A program designed to assist building owners and tenants make improvements to their facades.

October, 2025



Application #: \_\_\_\_\_

FIP Committee Recommendation: \_\_\_\_\_

FIP Committee Chair Signature: \_\_\_\_\_

City Council Development Committee Recommendation: \_\_\_\_\_

Mayor Signature: \_\_\_\_\_

**Façade Improvement Grant Program**  
**Application for Consideration for Grant Funding**

Please complete the following information, attach design plans or sketches, and return to the City of Wheeling Development Department, 1500 Chapline Street, Room 301, Wheeling, WV 26003.

All selected proposals must meet city Code requirements and the Façade Improvement Guidelines. City of Wheeling staff will review applications for the selection of grant recipients. The City of Wheeling will notify applicant of approval of their application if approved. If the application is approved, an agreement between the applicant and the city of Wheeling must be signed BEFORE any work begins. Work must begin within 90 days of approved grant.

Grant monies will be disbursed after completion of work, submittal of cost documentation and inspection of the façade.

**General Information:**

1.

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Street Address of Property to receive grant funding: \_\_\_\_\_

2.

Applicant must be property owner or tenant. If application is not by the property owner, the owner must give consent and sign the application:

Is this application:

\_\_\_\_ by the property owner: \_\_\_\_ by the business owner: \_\_\_\_ other?

3.

Property owner name: \_\_\_\_\_

Property owner address: \_\_\_\_\_

Property owner phone#: \_\_\_\_\_

4.

Business owner name: \_\_\_\_\_

Business owner address: \_\_\_\_\_

Business owner phone#: \_\_\_\_\_

5.

Business name: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

6.

Type of Tenancy: \_\_\_\_ Own \_\_\_\_ Rent \_\_\_\_ Lease \_\_\_\_ Other (explain)

\_\_\_\_\_

7.

Length of time at this location: \_\_\_\_\_

Length of lease term remaining (if applicable) \_\_\_\_\_

### **Building Characteristics**

8.

Exterior wall construction: \_\_\_\_ Masonry \_\_\_\_ Frame \_\_\_\_ Other (explain) \_\_\_\_\_

9.

Number of stories: \_\_\_\_\_. What are the functions of the stories above street level? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10.

Occupancy of street level floor: \_\_\_\_ Fully occupied \_\_\_\_ Partially Occupied \_\_\_\_ Vacant

11.

Present use of street level floor: \_\_\_\_ Retail only \_\_\_\_ residential \_\_\_\_ Mixed \_\_\_\_ Office

\_\_\_\_ Other (explain)

\_\_\_\_\_

### **Façade Improvement Project Plan**

What type of exterior improvements are to be made? Please describe in detail. (Attach additional sheets or additional drawings if necessary.)

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Please provide a detailed Scope of Work along with a cost estimate for each job item.

(Example: Exterior Painting      \$4,000.00)

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Attach a copy of a signed contract with your contractor of choice. Work must commence within 90 days of grant award.

Total estimated cost of your façade improvements: \$ \_\_\_\_\_

I acknowledge that the City of Wheeling, WV is obligated only to administer the grant procedures and is not liable to the applicant, owner or their parties for any obligations or claims of any nature growing out, or arising out of, the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the City of Wheeling, WV and the applicant and/or owner.

I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before any rights insure to the applicant/owner.

I have attached project plans and specifications or other appropriate design documentation.

I understand that the incentive grant must be used only for the project described in this application.

Signatures:

_____	_____
Applicant	Date
_____	_____
Owner (if different from above)	Date

**All applications must contain the following information:**

1. Completed application
2. Photographs of existing façade
3. Plans and/or elevations of proposed improvements
4. List and/or description of materials to be used
5. Detailed cost estimates/bids for proposed improvements
6. IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
7. If applicant is property owner: Proof of Property Ownership OR if applicant is not property owner: Owner Consent Form