



APPLICATION FOR THE FAÇADE IMPROVEMENT PROGRAM

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



Application #: _____

FIP Committee Recommendation: _____

FIP Committee Chair Signature: _____

City Council Development Committee Recommendation: _____

Mayor Signature: _____

Total Project Amount: _____ City Grant Amount: _____

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 305, Wheeling, WV 26003.

All selected proposals must meet city Code requirements and the Façade Improvement Guidelines. The staff of the Economic and Community Development Department will review applications for the selection of grant recipients. The City of Wheeling will notify applicant of approval or denial of the application. If the application is approved, an agreement between the applicant and the city of Wheeling must be signed BEFORE any work begins.

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: _____

Email 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.)

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

(Example: Exterior Painting \$4,000.00)

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

Only complete applications will be accepted and considered for funding. Partial submittal is not accepted. 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