



Application No. _____

FAÇADE IMPROVEMENT Application

APPLICANT INFORMATION

Name:	Organization/Business:	
Mailing Address:	City:	Postal code:
Phone No:	Email:	

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Please note that the name, location of the building and façade improvement designs may be released to various organizations, the media, and the public if the applicant receives a grant under the Façade Improvement Program.

PROPERTY INFORMATION

Property Address:	
All Property Taxes up to date: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Description of property:	
Total Cost of Improvement(s): \$ _____	Amount of Grant Requested: \$ _____
Project Start Date:	Project Completion Date:

BUILDING INFORMATION

To your knowledge is the building a heritage building? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Number of Stories:	Total Square Feet Vacant:	Total Lineal Frontage:
Total Square Feet:	Current Use: <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Office/Service <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other: _____	
Additional Information:		

Please include the following with your application:

Copy of Property Title	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Detailed Description of Proposed Improvement(s)	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Photos of Existing Façade	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Drawing of Proposed Improvement (colour scheme)	ATTACHED (if applicable)	<input type="checkbox"/> Yes
Two (2) quotes for proposed Improvement	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Detailed Line Item Budget	ATTACHED (Mandatory)	<input type="checkbox"/> Yes
Project Schedule	ATTACHED (Mandatory)	<input type="checkbox"/> Yes

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge and, if approved, work will be completed in accordance with terms and conditions of this agreement entered into with the Downtown Duncan Business Improvement Area Society and the City of Duncan.

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

Date Received: _____

Date of Application Review: _____

Application Status: Approved Approved w/ Conditions Denied Incomplete

Notes: _____

Grant Amount: \$ _____ Date Grant Disbursed: _____ CQ# _____

Notification Provided On: _____

Notification Provided By: _____
