

# Appendix 2

## Downtown Burns Lake Facade Improvement Program Application:

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

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

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Address: \_\_\_\_\_

Email: \_\_\_\_\_

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes the building.

Owner's Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Project Description**

Describe the proposed project: (attach any extra sheets, photos, designs, samples, Etc.)

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2. Planned Start Date: \_\_\_\_\_

3. Planned Completion Date: \_\_\_\_\_

4. Estimated Total Project Cost: \_\_\_\_\_

5. Total Project Cost : \$ \_\_\_\_\_ attach quote from contractor(s)

### Eligibility Checklist:

- Property taxes paid
- Utility fees paid
- Business License fees current
- You are the building owner, or you have a signed letter from the building owner
- Required permit applications completed for example: development, building or sign

### Attach to the application:

- Photos of existing facade
- A **detailed listing** of facade improvements in order to determine the eligibility of all project components. Please read Eligible and Ineligible expenses on pages 3 & 4 of the *Business Facade Improvement Program Application Form*
- Cost estimates/quote from contractor – separate the cost of facade improvements elements if it is part of a larger project. The reimbursement is only for costs directly associated with improving your facade.
- Drawings of improvement – does not have to be professionally drawn (street view)
- Material and colour choice – see Best Practices Guide (attached to application package)
- Building Owner Authorization Letter (if required)