

**GREATER HOLYOKE CHAMBER CENTENNIAL FOUNDATION
FACADE IMPROVEMENT PROGRAM
PRE-APPLICATION**

INSTRUCTIONS:

Complete all items carefully and accurately to the best of your knowledge and return to:

Greater Holyoke Chamber Centennial Foundation
177 High Street
Holyoke, MA 01040

(Please type or print. Mark N/A items that are not applicable)

1. APPLICANT/OWNER INFORMATION

Applicant is the principal person responsible for this application and the owner of the property.

APPLICANT'S NAME

MAILING ADDRESS

TELEPHONE NUMBER. (Daytime and/or cell)

FAX NUMBER

E-MAIL

PROPERTY INFORMATION

ADDRESS OF SUBJECT PROPERTY

TYPE OF BUILDING CONSTRUCTION (e.g. brick, stone, wood, etc.)

2. PROPOSED FACADE IMPROVEMENT(S) DESCRIPTION

Project Description: (Describe the scope of the work proposed, include the size, the type of materials, product specifications, color of paints and other materials where applicable. More detailed description and architectural plans, drawings, specifications and/or designs will be submitted with the Final Application.)

ESTIMATED COST OF PROJECT:

Total estimated cost of all facade improvements: \$

Total amount of Facade Improvement Program funds requested:\$

Balance of project cost to be paid by Applicant: \$

3. STATUS OF TAXES, UTILITY BILLS, ETC.

These items apply to all Holyoke properties owned by the owner-applicant, not just the subject property. This section must be completed.

Are all real estate and personal property taxes due the City of Holyoke paid in full?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Are there any municipal liens, or other unpaid charges, fines, tickets, or taxes due to the City Holyoke?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Are all Holyoke water and sewer bills due paid in full?

Subject Property: Yes No (Please explain on supplemental sheet)

Other Properties: Yes No N/A

Have you been cited for any existing zoning, building, health, safety, fire or property maintenance code violations that remain uncorrected?

Subject property: Yes (please explain) No

Other properties: Yes (please explain) No N/A

Are you, the property owner or business applicant, involved in any litigation with the City of Holyoke?

Yes No

Please explain the current status of building occupancy/tenancy *and* the five year plan for occupancy/tenancy.

4. **CERTIFICATIONS**

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the Chamber Foundation of any changes in the proposed project which may occur.

Signature of Property Owner

Date

Print Name

BE PREPARED!

ADDITIONAL DOCUMENTATION THAT WILL BE REQUIRED FOR THE FINAL APPLICATION:

The following items should also be submitted with your final application:

- A. Attach proof of ownership (property deed, tax bill, etc).
- B. Provide copies of architectural drawings, plans, and renderings of the new facade.
- C. Provide at least two 4 x 6 color photographs of the existing facade.
- D. Provide three written construction cost estimates and contractor proposals.
- E. Sign and attach the Hold Harmless and Indemnity Agreement.
- F. Copies of product specification or industry-cut sheets particularly for doors/windows/historical elements for MA Historical Commission review.