



Completed applications on forms provided with all required attachments, must be submitted 45 – 90 days prior to the anticipated project start date.

IMPORTANT: If façade improvements begin prior to funding approval, an applicant will not be eligible for reimbursement. Please note that all DDA incentive-funded improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Portland code requirements including zoning, building, and safety codes

APPLICANT INFORMATION Applicant is: _____Property Owner _____Tenant
Name: _____ Date: _____

Property Address: _____

Mailing Address: _____

Business Phone: _____ Mobile (Other)Phone: _____

Email: _____

If you are the tenant, when does your lease expire? _____

Note: If you are not the property owner: owner must co-sign this application where indicated below and provide a letter of permission (sample attached), as well as an executed lease extending five years.

PROJECT INFORMATION

Type of Project: _____Rehabilitation(Restoration/Reconstruction) _____Preservation only
_____Primary Façade _____Other Primary Façade
_____2nd Public Façade _____3rd Public Façade

Business(es) Located in Building: _____

Include copies of the following information:

- Proof of ownership (deed, land contract, etc.)
- Copy of lease (tenant applicant only)
- Tax I.D. number
- Project Description
 - Drawings /renderings of proposed work
 - Bids/quotes from qualified builder/contractor/architect
 - Paint as project or part of project – paint samples provided
- Proof of property and liability insurance
 - Certificate of Liability naming *City of Portland and Portland Downtown Development Authority* as Certificate Holders
- Owner permission to apply (tenant application) - **signature on application & letter of permission is required** - **COPY OF LEASE**
- Photograph of project property (current)
- Applicable City of Portland [Permits: Building, Sidewalk Obstruction, etc.](#)

CITY OF PORTLAND
 DOWNTOWN DEVELOPMENT AUTHORITY
 FACADE IMPROVEMENT PROGRAM APPLICATION



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Rehabilitation (Restoration / Reconstruction) Project: Provide detailed description of the scope of work related to the proposed improvements. including drawings, renderings, and quotes from qualified builder/ contractor/ architect. Please submit a minimum of two quotes. Use additional sheets as necessary. A separate description and quotes for each façade applied for is required.

Preservation Only Project: Provide a drawing, sketch, or photograph indicating the areas of the building to be painted, caulked, cleaned, etc. including trim details and paint color samples.

Total Planned Project Cost _____
 Primary Façade \$ _____ Other Primary \$ _____
 2nd Public Façade \$ _____ 3rd Public Façade \$ _____

Estimated Project Time Frame & Completion Date _____

Has this or another property received a previous award under your ownership? ___ Yes ___ No
 If YES, please give year and description:

APPLICANT SIGNATURE I understand that my submission of an application does not constitute a guarantee for funding under the Portland Downtown 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. I also acknowledge I have watched the [Michigan Main Street Building Basics Webinar](#)

Applicant Signature _____ Date _____

Owner Signature (not applicant) _____ Date _____

Federal Tax ID _____

Turn in completed application to: Portland DDA, Attn: Director, 259 Kent St. Portland, MI 48875

OFFICE USE ONLY	Date Received _____	Received By _____
Date reviewed by Design Team: _____	(Notes attached)	Design was: Approved
Design was: Tabled	Denied	Actions requested (Notes attached):
Grant Amount(s) Approved	\$ _____	\$ _____
Agreement & Easement	Date: _____	
Signature of Design Team Chair: _____		Date _____
Date Completed Project Submitted to DDA Board _____	Final Amount Approved \$ _____	