



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. Facades are defined by parcel (tax base) not by address(es) or entrance(s).

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 Facade _____Other Primary Facade
_____2nd Public Façade _____3rd Public Facade

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 \$ _____	