

Opening Date for applications:  
Closing Date for applications:

Date Received \_\_\_\_\_  
office use ONLY

**Return Applications to:**  
Havre de Grace Main Street, Inc.  
Havre de Grace Façade Improvement Program  
121 N Union Avenue  
Havre de Grace, MD 21078  
410-939-1811



Façade Grant Application Form

1. Applicant: \_\_\_\_\_

Owner: (if different than above) \_\_\_\_\_

Tenant: \_\_\_\_\_

Social Security or Tax ID number: \_\_\_\_\_

Owner/ Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business E-mail: \_\_\_\_\_

2. Address of Building or establishment of which this application applies:  
\_\_\_\_\_

3. Name and Address of Owner of Building (if other than applicant):  
\_\_\_\_\_

4. Please list all current occupants of the building; (include tenant or establishment address and operators name)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

5. Attach a **general description** of the façade project (Not to exceed 1 page)
6. Attach a **budget** of total estimated cost of project including, construction, materials and labor cost along with time schedule of project.

Complete the following total project cost worksheet:

Façade Loan Portion 70%	Façade Grant Portion 30%	TOTAL Project Cost
Ex. \$7,000	\$3,000	\$10,000

7. Attach at least two (2) **quotes** for the purchase of the materials and/or the work to be performed.
8. Attach a drawing of the improvements. A site plan to scale may be required to include the information depending upon the nature of the proposed improvements. In your drawing please include the following:
  - a. Proposed modification and proposed use.
  - b. Elevations and sketches showing proposed signs, graphics, awnings, windows and window display areas, public entrances, exterior treatment and cleaning (if applicable); Proposed color scheme, landscaping, exterior building components, and the relationship of the design to adjacent and nearby existing properties.
  - c. Types of materials to be used in the project.
9. Include any available appropriate history of property should be included in application.

**Conditions:**

- Owner contracts for improvements and is responsible for completion of construction. The City of Havre de Grace will monitor construction, where required.
- Construction must be ready to begin upon notification of award in April 2010 and must be completed within 60 days of start of construction, unless otherwise approved by Havre de Grace Main Street Design Committee. Timeline may be extended with written approval from committee, depending on the scope, magnitude or complexity of project.

Property Owner:

I hereby certify that I am the owner of this land on which the proposed HdG-FIP Project is situated, and that the foregoing applicant, in filing this application for approval by Havre de Grace Main Street Inc., is acting with my knowledge and consent.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

To be attested before a Notary Public: \_\_\_\_\_