

DATE RECEIVED PERMIT CENTER

**CITY OF DANBURY
DOWNTOWN REVITALIZATION ZONE
FACADE IMPROVEMENT GRANT PROGRAM APPLICATION**



The City of Danbury Facade Improvement Grant Program (“Program”) is intended to encourage economic development and increase opportunities for revitalization, preservation and improvement of buildings in the designated Downtown Revitalization Zone (“DRZ”) to renew its historic position as a thriving mixed-use city center. The Program only applies to eligible activities on buildings located within the DRZ with a non-residential use on the first floor that front on, or have direct access from, a public street or right-of-way. There shall be no exceptions to the boundary restrictions under this Program.

Refer to Facade Improvement Grant Program Guidelines for all information related to this Program. Funds from this Program are awarded as reimbursement grants on a first-come basis as funding is available from the City of Danbury. The maximum amount of any grant is \$10,000.00 (maximum of \$50,000.00 per property), or 50% of the total facade improvement costs, whichever is less. Grants awards are at the sole discretion of the City of Danbury.

For all eligible activities, applicants must certify they are current on all City tax obligations, including but not limited to real estate, personal property, and utility fees.

INSTRUCTIONS: COMPLETE ALL ITEMS CAREFULLY AND ACCURATELY AND TO THE BEST OF YOUR KNOWLEDGE. SUBMIT COMPLETED APPLICATIONS AND ALL REQUIRED INFORMATION TO THE PERMIT CENTER, DANBURY CITY HALL. 155 DEER HILL AVENUE, DANBURY, CT. THERE IS NO FEE FOR THIS APPLICATION. For questions contact Roger Palanzo, City of Danbury Office of the Business Advocate, 155 Deer Hill Avenue, Danbury, CT, 06810 at (203) 796-1649.

1. APPLICANT AND OWNER INFORMATION. Applicant is the principal person responsible for this application i.e., the owner of the property or the tenant/business owner located on the property. Agents of either may not apply.

Applicant’s Name _____

Mailing Address _____

Telephone Number _____ Cell Phone Number _____

Fax Number _____ Email _____

If Applicant is not the property owner, identify relationship to owner _____

Business Organization of Applicant (check one)

Corporation Partnership Sole Proprietorship LLC Other

Owners and Officers in Applicant's Business Organization. Attach additional sheets if necessary.

Position/Title	Name and Address
_____	_____
_____	_____

Property Owner(s) Name (Titleholder) **Permission and signature of property owner is required on Page 3 of this application. Please Print. If a corporation or LLC, identify principal responsible for Application.**

Mailing Address _____

Telephone Number _____ Cell Phone Number _____

Fax Number _____ Email _____

Relationship of Applicant to the building to be improved under this Program:

Owner Attach proof of ownership (property deed or tax bill)

Tenant Attach copy of lease agreement

2. PROPERTY INFORMATION

Property Address _____

Property Location Description _____

Number of Floors/Stories _____

First Floor Commercial Use _____

Uses above the First Floor and Type of Use (i.e., second story office, third story apartments)

Type of Construction (i.e., brick, wood, etc.) _____

3. DESCRIPTION OF PROPOSED FACADE IMPROVEMENT (Detailed description of use of Program grant funds, attach additional sheets if necessary). Design plans must be submitted with the Application.

4. ESTIMATED PROJECT COST \$ _____

A minimum of two bids by licensed contractors must be submitted with the application.

5. ADDITIONAL REQUIRED DOCUMENTATION

All applications shall include the following information for consideration by the Committee:

1. Color photographs of the existing/current building façade.
2. Color rendering and design plans for proposed facade improvements prepared by an architect registered in the State of Connecticut, including a certified historic architect as may be required. Plans must note address and license of the architect.
3. Current Tax Assessor Card.
4. Affidavit Re: Tax Payments, Code Violations, Litigation with the City of Danbury, see attached.
5. Deeds certifying ownership of the property or any lease agreement.
6. If the Applicant is not the legal owner of the property, written consent from the property owner to undertake all proposed activities, see attached.
7. Certification from an historic architect that proposed facade improvements comply with the Secretary of the Interior’s *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, as amended, as may be applicable.
8. Submission of a minimum of two bids by a licensed contractor for the proposed work.
9. Copy of the Certificate of Insurance with a minimum coverage in the amount of \$1,000,000 (one million dollars) comprehensive general liability and \$1,000,000 (one million dollars) excess liability. The City of Danbury shall be named as an additional insured. The City may in its discretion modify said insurance requirements.

The City of Danbury Program Committee retains the right to evaluate all applications to ensure eligible uses meet Program objectives and applications are complete.

Applicant Acknowledgement and Acceptance, and Hold Harmless Agreement

I, the undersigned, acknowledge and understand that the City of Danbury Facade Improvement Grant Program is offered, and grants awarded, by the City of Danbury in its sole discretion. By signing this Acknowledgement and Acceptance, I hereby attest and certify to the best of my knowledge and belief that all application information is complete and correct and further that I agree to abide by the terms of the Program as noted in the Program Guidelines.

I, the undersigned, hereby agree to defend, indemnify and hold harmless the City of Danbury, its elected officials, officers and employees from any and all liability, claims, damages, judgments, losses, injuries, including death, fees and other costs, including reasonable attorney’s fees, to persons or property arising out of or related to the facade improvement grant and the improvements to the building and/or property funded thereby.

Applicant Name (Print)

Date

Applicant Signature

Date

Title

Property Owner (if different) Signature

Date

FACADE IMPROVEMENT GRANT PROGRAM APPLICATION

Consent of Property Owner and Hold Harmless Agreement

I, _____, acknowledge that I am the current owner of the property located at _____ in the City of Danbury Downtown Revitalization Zone and that my tenant _____ has applied for a City of Danbury Facade Improvement Grant to carry out improvements on my property in accordance with the Program Guidelines. I hereby authorize and CONSENT to the activities proposed in the attached application.

I, hereby agree to defend, indemnify and hold harmless the City of Danbury, its elected officials, officers and employees from any and all liability, claims, damages, judgments, losses, injuries, including death, fees and other costs, including reasonable attorney's fees, to persons or property arising out of or related to the facade improvement grant and the improvements to my building and/or property funded thereby.

Owner Name, Please Print

Date

Owner Signature

Title

Telephone Number

Cell Phone Number

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Affidavit Re: Tax Payments, Code Violations, Litigation with the City of Danbury

I, _____, being duly sworn, hereby
depose and state that:

1. I am the property owner and/or tenant of property located at _____ (“the Property”. I have submitted a Facade Improvement Grant Program application to the City of Danbury. I have read the grant guidelines and am aware that pursuant to the grant application process I am required to make the representations contained herein to the City of Danbury.
2. I am over the age of 18 years and understand the obligations of an oath.
3. In connection with the Facade Improvement Grant Program application I make the following representations:
 - a. All real estate and personal property taxes due the City of Danbury for the Property are currently paid in full.
 - b. All municipal utility bills due to the City of Danbury for the Property are currently paid in full.
 - c. All Downtown Special Services District taxes for the Property are currently paid in full.
 - d. I am not aware of any violations of the City of Danbury Code of Ordinances, or state or federal law pertaining to the Property. I have not been cited for any existing zoning, building, fire and/or Code of Ordinances violations at the Property that the City indicates remain uncorrected.
 - e. I, the property owner and/or tenant, am not a party to any pending litigation with the City of Danbury, and to the best of my knowledge no such proceedings are threatened or contemplated by the City of Danbury.
4. This affidavit is made for the purposes of inducing the City of Danbury to award me grant funds.

Signature/ Name of Applicant, duly authorized

Date

Signature /Name of Property Owner, duly authorized

Date

Subscribed and sworn to before me this _____ day
of _____ .

Notary Public
My Commission Expires