



ELMWOOD VILLAGE FACADE IMPROVEMENT PROGRAM

PRELIMINARY APPLICATION FORM

Name of applicant _____

Name of business _____

Address of business _____

Phone number _____ Fax number _____

E-mail address _____

Type of business _____

Applicant is the Property Owner Business Owner Other _____

How long has the business been at the current location? _____

When does your current lease expire? _____

Property owner's name (if different from applicant) _____

Property owner's address _____

Property owner's phone number _____

Note: If you are not the property owner, please have the property owner or an authorized representative cosign this application where indicated.

Proposed Facade Improvements

Please describe generally the proposed improvement to the property. Include two color photographs that show existing building conditions. If you have additional information about the dimensions, scale, color, location, cost estimates, etc., or additional documentation, such as plans or sketches, of the proposed improvement, please include them with your application.

Proposed improvement: _____

Proposed budget for the project _____ Desired completion date _____

Two copies of two color photos attached (required). Additional information attached (optional).



ELMWOOD VILLAGE FACADE IMPROVEMENT PROGRAM

General Conditions

It is expressly understood and agreed that the applicant is not an agent, servant, employee, or sub-contractor of Forever Elmwood Corp.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, permits, and other applicable regulations. Approval of this grant does not constitute approval by the City of Buffalo or any of its departments, boards or permitting authorities.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Forever Elmwood Corp., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program. The applicant will hold harmless and indemnify Forever Elmwood Corp., its agents, employees, officers and/or directors, from any third party liability arising out of the applicant's performance of the grant project.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping, cleaning, and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years. The pro-rated amount shall be calculated as 1/24th of the amount of the grant for each calendar month or part thereof in which the improvement is removed prior to two years from the original completion date.

The applicant understands that funding for the Façade Improvement Program is subject to the availability of grant funds. Forever Elmwood shall not be liable for grants in excess of funds made available by its various funding sources, which may include the City of Buffalo, for the purposes of this program.

The applicant understands that funds granted under this program shall be used exclusively for the Façade Improvement Project proposed by the applicant as approved by Forever Elmwood Corp.'s Design Review Board. Funds shall be used for no other purpose. The project shall conform to the City of Buffalo zoning regulations and the Forever Elmwood *Commercial District Design Guidelines*.

The applicant understands that all work funded under this matching grant must be completed on or before [date goes here] in order to be eligible for funding.

The applicant understands that Forever Elmwood Corp. may promote an approved project, including but not limited to displaying a sign at the site, during and after construction, using photographs and descriptions of the project, press releases, promotional materials and in Forever Elmwood Main Streets' materials.

The applicant understands that Forever Elmwood Corp. reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

Signature of applicant _____ Date _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

I have reviewed the above application and authorize operator of _____ at _____ to perform the facade improvements described above as part of the Elmwood Village Facade Improvement Program.

Signature of property owner
or authorized representative _____ Date _____



**ELMWOOD VILLAGE FACADE IMPROVEMENT PROGRAM
FULL APPLICATION FORM**

Name of applicant _____
Name of business _____
Address of business _____
Phone number _____ Fax number _____
E-mail address _____
Type of business _____
Applicant is the Property Owner Business Owner Other _____
How long has the business been at the current location? _____
When does your current lease expire? _____
Property owner's name (if different from applicant) _____
Property owner's address _____
Property owner's phone number _____

Note: If you are not the property owner, please have the property owner or an authorized representative cosign the *General Conditions Form* where indicated.

Please attach two cost estimates on contractor letterhead for this project
Proposed start date _____ Estimated completion date _____

Proposed Facade Improvements

Please describe generally the proposed improvement to the property. Attach detailed sketches and architectural drawings showing the improvements, including placement, color, dimensions and materials.

Proposed improvement: _____

Attachments:

General Conditions Form Architectural drawing(s)/sketches attached
 Cost estimates attached Color samples and or materials to be used

For Forever Elmwood Use Only:

Forever Elmwood Approval _____ Date _____
Design Committee Approval _____ Date _____
Approved F.E. Grant \$ _____ Date _____