



UNIQUE · VIBRANT · HISTORIC

## Uptown Streetscape Funds Application

### Section A: General Information

Property owner:

Address:

Business Name:

Contact Name:

Mailing address:

City/State/Zip:

Email address:

Website:

Daytime phone:

Federal Tax ID:

### Section B: Project Summary

Applicants for Uptown Streetscape Funds may apply for up to fifty percent (50%) of the total, verifiable cost to a maximum of \$10,000, pursuant to program guidelines. The funds will be paid to the Applicant upon project completion and the receipt of proper documentation.

Describe the proposed project:

Estimated costs:

Amount requested:

Source of fund match:

If a bank loan or other financing will be used to complete the project, please provide information on the lending institution.

Lending institution:

Address:

Loan officer:

Phone:

Email:

### **Project Summary Attachments:**

- 1. Proof of building ownership
- 2. Final plans and specifications for the project (including evaluations, site plans and photos, if applicable)
- 3. Three (3) cost estimates for the proposed project

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## **Section C: Uptown Streetscape Funds Information and Guidelines**

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### **Program Guidelines:**

1. Uptown Streetscape Funds are administered by the Centerville Community Improvement Corporation (CCIC).
2. Funds are provided as a zero percent (0%) interest forgivable loan with a three (3) year forgiveness term. Applicants must retain ownership of the building throughout the forgiveness period.
3. Applicants can request 1:1 matching funds up to \$10,000 based upon the guidelines as set forth above.
4. Applications may be submitted for exterior building improvements and site work. Interior work will only be considered in conjunction with approved exterior work.
5. Work cannot begin until written approval is received by the applicant from the City to proceed.
6. All exterior improvements must be approved City staff and relevant review boards (i.e. BAR, Planning Commission, etc.).
7. The project must be completed in accordance with the approved plans and specifications.
8. Any changes in the approved project must be in writing and approved by the CCIC and the City of Centerville.
9. The project must be completed within the timetable established by the CCIC, unless an extension is approved by the CCIC.
10. Projects must meet all applicable City, County and State Building, Health and Safety Codes.

### **Approval Process:**

1. Applications for Uptown Streetscape Funds can be submitted digitally to the CCIC at [mnorton-smith@centervilleohio.gov](mailto:mnorton-smith@centervilleohio.gov).
2. Applications must include plans and specifications in sufficient detail to illustrate the scope and nature of the proposed project, including color photos.
3. Applications must include three (3) written estimates for each trade covering scope of the proposed project including materials and labor.
4. Applications involving minor alterations to a property will be reviewed by Planning and Building staff. Applications involving major alterations may require approval of Planning Commission and/or the BAR.
5. Once project scope is approved, a timeline for completion is established.

### **Reimbursement Process:**

1. Project must be completed in accordance with the approved plans and specifications.
2. All applicable Zoning and Building Permits must be closed-out and relevant inspections conducted.
3. Applicant must submit all receipts and copies of checks paid to suppliers or contractors to the CCIC. Based upon review of documentation, the CCIC will reimburse up to fifty percent (50%) of total project costs up to limits specified above.

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## Section D: Applicant Certification

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The proposed project must follow all applicable building, zoning and property maintenance regulations of the State of Ohio, Montgomery County, the City of Centerville. Furthermore, if necessary, the applicant is required to file necessary Building and Zoning Permit applications with the City of Centerville.

The loan approval will be based upon the goals and guidelines of the project and the completion of all documentation required at the sole discretion of the City of Centerville and the CCIC. The approved loan amount will be paid upon the completion of the project and the receipt of all necessary documentation as specified in the "Uptown Streetscape Funds Loan Agreement."

I, the undersigned, do hereby acknowledge that the project must bring the aforementioned property into compliance with current health, fire, zoning, property maintenance, ADA requirements, and building codes acceptable to the City of Centerville and Montgomery County and that the rebate will be released only when the project is completed and the terms and conditions of the "Uptown Streetscape Funds Loan Agreement" have been met.

I also authorize representatives from the City of Centerville to inspect the property with any and all plans submitted by me to ensure the same.

The above statements are, to the best of my knowledge, true and accurate.

**Please note, Uptown Streetscape Funds is not an entitlement program, and as such, funding through this program is not guaranteed. The actions of the CCIC on matters related to the allocation of these funds are final.**

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Applicant and owner of property

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Date