



# arts DISTRICT

## FACADE IMPROVEMENT

### PROGRAM PROCESS

#### STEP #1

Submit complete application to Department of Planning & Development Review (PDR). Applications must include: \$150 non-refundable application fee, a copy of the lease and written approval from the owner (if the applicant is not the owner), and photographs of the existing façades.

#### STEP #2

City staff visits the site to discuss the proposed improvements. If the proposal meets the requirements of the Program, a Conditional Letter of Approval will be awarded to the owner/tenant. This letter may include modifications or changes to the original project proposal.

#### STEP #3

Applicant submits plans, drawings, and cost estimates to PDR for final approval. PDR will route the plans to other City agencies and inform the applicant if their project creates any additional requirements such as the encroachment process or Old & Historic District review.

#### STEP #4

Following approval by the City and any reviewing body, a grant agreement will be prepared and forwarded to the applicant. The applicant signs the grant agreement and returns it to the Economic Development Authority.

#### STEP #5

The applicant or contractor obtains all necessary permits for the project and completes all renovations within 120 days.

#### STEP #6

Applicant submits paid receipts and lien waivers from the contractors for the completed project to the Department of Planning & Development Review.

#### STEP #7

Following a final City inspection, the City will authorize a check for up to the approved amount to be issued by the Economic Development Authority.