

City of Melrose Façade Incentive Grant Application

General Information

Applicant's Name(s) _____

Business Name _____ Phone _____

Business Address _____

If you are a tenant under lease, provide the following information:

Building Owner's Name _____ Phone _____

Building Owner's Address _____

Year of Lease Expiration _____

Please attach written approval from the building owner, if applicable.

Proposed Improvements

Description of Proposed Work _____

Name of Contractor _____

Please attach drawings of proposed signage and its placement on facade.

Budget

Cost of improvements \$ _____

AMOUNT REQUESTED FROM FACADE GRANT PROGRAM \$ _____

(50 percent of cost, maximum \$500 or \$1,000 for loan recipients)

Please attach at least two cost estimates.

I HEREBY CERTIFY THAT THIS IS AN APPLICATION FOR NEW WORK. THE PROPOSED IMPROVEMENTS HAVE NOT BEEN ERECTED OR FABRICATED IN WHOLE OR IN PART. THE WORK WILL NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN APPROVAL OF THE DESIGN BY THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT. I UNDERSTAND THAT FABRICATION OR COMMENCEMENT OF THE WORK PRIOR TO SUCH APPROVAL IS GROUNDS FOR DENIAL OF MY FAÇADE INCENTIVE GRANT APPLICATION BY THE CITY.

Signature of Applicant

Date

Checklist: Application Drawing of the proposed improvements Two written cost estimates for the work (on vendor letterhead) Letter of approval from landlord (if applicable)

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- An applicant (tenant or property owner) may be reimbursed for 50 percent of the cost of façade improvements, up to a maximum of \$500 per project. Applicants who are recipients of a Small Business/Microenterprise Loan from the City of Melrose may receive up to \$1,000 per project (although still not exceed 50 percent of the total cost).
- Priority will be given to Businesses located within the Massachusetts Small Cities Program target area. This area includes the downtown, Franklin Square, Melrose Highlands, Wyoming, and Melrose Depot commercial areas. (Target area map is available at Office of Planning and Community Development).
- A completed Façade Incentive Grant application form must be submitted to the Office of Planning and Community Development along with specifications (and if applicable, drawings of the proposed work).
- The application and drawings must receive written approval from the office of Planning and Community Development before work can begin.
- Tenants must also receive written approval from their landlord.
- At least two written cost estimates are required. These should be on vendor letterhead and both should be for the work.
- A building permit is always required. Businesses located within the Downtown Melrose Historic District must obtain a Certificate of Appropriateness from the Historic District Commission prior to issuance of a building permit. This will depend on the extent of the work and whether it is a significant change to the building's architecture.
- The improvements must not be altered for a period of five (5) without written consent of the City.
- The applicant must have the Office of Planning and Community Development inspect the work and approve in writing that it is completed in an acceptable manner prior to paying the contractor. After the contractor is paid, the applicant may submit the paid invoice to the Office of Planning and Community Development to be reimbursed for the City's portion of the façade improvements.
- All work must be completed within six (6) months of the date of the City's commitment letter.
- The City cannot be held liable in labor or other disputes arising from work funded by this program.
- The Office of Planning and Community Development reserves the right to reject any and all Façade Incentive Grant applications.
- Grants are for new work only. Work commenced prior to receipt of written approval of the façade improvements from the Office of Planning and Community Development is grounds for denial of the grant application.
- The Office of Planning and Community Development staff can offer technical assistance and referrals to applicants. For more information, call 979-4190.