





# LIVINGSTON COUNTY SIGN & FAÇADE IMPROVEMENT PROGRAM APPLICATION

Architectural designs completed:  YES  NO

Architect's Name, Address and Phone number, if applicable:

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## Cost Estimates for Sign and/or Façade Projects

Work to be Completed	Estimate #1	Estimate #2	Lowest Estimate

**Total Estimated Project Cost:** \$  *(Total of lowest bids)*

**Grant Request:** \$  *(Can not exceed 50% of total project cost or \$3,500)*

**Applicant's Funds:** \$  *(Project cost minus grant request)*

Are your funds currently available for the entire project?  YES  NO

If NO, do you need to secure bank financing to complete your project?  YES  NO

If additional building improvements are planned outside of the grant request, what is the total projected additional investment?

### Current Building Uses *(please account for all 1st and 2nd floor spaces):*

First Floor	# Units Occupied	# Units Vacant	Square Feet Vacant

Second Floor	# Units Occupied	# Units Vacant	Square Feet Vacant





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## Current Retail/Commercial tenants:

Business Name	# Full-time jobs	# Part-time jobs

## Proposed Retail/Commercial tenants:

Business Name	# Full-time jobs	# Part-time jobs

- Are Village, County and Town Taxes Current?     YES             NO             Unsure
- Are School Taxes Current?                             YES             NO             Unsure
- Are Water/Sewer Bills Current?                     YES             NO             Unsure

If NO to any of the above answers, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Required Supporting Information

Following is a list of information needed in support of your application for Sign and Façade Improvement funds. The applicant should note that this list may not be all inclusive and additional information can and will be requested at the option of the County of Livingston or its representative.

Incomplete applications will not be considered. Please be sure to answer all questions in the application and attach required exhibits.

### Items Required for a Complete Sign Grant Application:

1. Estimates from two (2) sign makers which include the following:
  - dimensions of sign
  - sign materials (ie: high density foam, etc.)
  - colors to be used on sign (specific color names or PMS color)
  - description of mounting hardware and brackets
  - cost estimates
  - colored rendering of the sign
2. Letter from property owner stating that the applicant is allowed to attach a sign to the front of their building and that they are aware that a grant is being requested for the sign.
3. Illustration of the placement of the signage on the building.

#### NOTE:

- You must apply for a village sign permit and obtain approval before contracting for any sign materials whether you choose to apply for a grant or not
- Sign permit approval does NOT guarantee grant approval
- Grant funding must be applied for and approved BEFORE any sign construction is started





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## Items Required for a Complete Façade Grant Application:

### 1. Written description of proposed project to include:

- Project narrative with enough detail to ensure that the reviewer can understand the entire scope of the project.
- Colored renderings of your proposed façade improvements are required.
- Identify specific color choices to be used, if repainting building façade.

### 2. Detailed cost estimates:

- Two (2) cost estimates for each phase of the proposed project are required and must be included with your application.

## Certification

I hereby certify that I am the owner/lessee of the property to be improved. To the best of my knowledge, all of the information provided in the application for the Livingston County Sign and Façade Improvement Program is true and correct. I understand that any willful misstatement of material fact will be grounds for disqualification. Livingston County is hereby authorized to verify any of the above information in any appropriate matter, and to inspect the property prior to grant approval and following work completion.

I have received the Livingston County Sign and Façade Improvement Program Guidelines. I agree to cooperate with the County of Livingston and to comply with program requirements.

I understand that any contract for improvements to be paid for, in part, by the Program shall be between the contractor and myself, and that I should NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING. I understand that the grant payment is subject to satisfactory completion of the approved work. I also understand that Livingston County is not responsible or liable for any breach of contract, faulty workmanship, accident, liability or damage, which might arise from (my/our) relationship with the contractor.

I hereby grant the Livingston County Development Corporation the unrestricted right to use, for any lawful purpose, photographs taken of the property listing herein, which I own and/or for which I have the authority to grant such permission, and to use my name in connection therewith if it so chooses. I release and discharge the LCDC from any and all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy.

I am eighteen years of age or older. I have read the program guidelines and application and understand its contents.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

