

NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

Pre-Application

Project Title

Project Type

Project Category

Neighborhood

Project Address

_____ *street*
_____ *city, state, zip*

Contact Person

Name

Address

_____ *street*

Phone

_____ *city, state, zip*

Email

Applicant Organization

Funding Request (\$)

Brief Project Description

Who is intended to lead the project management? _____

Is the project in the Right-of-Way?

Yes

No

List the City departments that are expected to be involved in the project:

The pre-application has been reviewed with the applicant's board and membership.

Yes

No

The pre-application has been reviewed by the DCED Development Officer.

Yes

No

Based on the selected project category, the City will expect the following, but not limited to:

Acquisition

Applicant's applying for an acquisition project should submit a purchase option along with their application. An environmental review must be complete prior to the execution of any City agreement. Any due diligence work performed during the application process will be beneficial if recommended for funding.

Stabilization/Renovation

Applicants applying for stabilization and/or renovation projects should submit construction quotes and bids justifying cost. Applicants should also work closely with DCED to determine if any other documentation is required.

Façade

Applicants applying for façade improvement programs should submit a sample application for businesses to apply through. Applicants should also get commitments from property owners.

Parking Lot

Applicants applying for parking lot improvements or construction should submit commitments and/or consent documentation from property owners regarding easements, declarations, and other potential documentation needed in conjunction with the improvements.

Right-of-Way Improvement, Streetscape, Gateway Signage, Wayfinding Signage

Applicants applying for right-of-way, streetscape, gateway signage, or wayfinding signage projects should meet with DOTE during the pre-application review meeting. Applicants should also acknowledge that a maintenance agreement and/or revocable street privilege may be required.

Lighting Improvement

Applicants applying for lighting improvement projects should meet with DOTE during the pre-application review meeting. Applicants should also submit documented forms of commitment from property owners if a lighting assessment is required.

Other

Applicants applying for a project outside of the other categories should meet with the DCED Development Officer to discuss eligibility and the information and documentation required for the project.