



**City of Utica Façade Improvement Loan Program Application**

**APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Telephone #'s: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax #/ Email: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Address of Property to be Improved: \_\_\_\_\_

Name & Type of Business: \_\_\_\_\_ Business ID#: \_\_\_\_\_

**OWNER INFORMATION**

Name of Owner: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

**Please attach a description of the proposed improvements to the property. Include sketches, plans, Code violation reports (if applicable) and current and/or historic photos if available.**

**Check applicable proposed improvements:**

- Exterior painting
- Exterior building and sign lighting
- Display area lighting
- Sidewalks, stairs, steps, railings
- Restoration of exterior finishes or materials
- Repairing or replacing windows
- Removal of inappropriate exterior finishes or materials
- Awnings, new repairs or replacement
- Recessing Reconfiguring exterior doors or entrances; new doors
- Window boxes, permanent planters
- Signs (new, repairing or replacing)

*I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The owner invites City representatives to make all reasonable inspections, investigations and take pictures of the subject property during the process period associated with this application. I authorize the use of any pictures taken by the City of Utica. I also understand that in order for my request for funds to be approved, I must agree to work with, and follow the recommendations of the Department of Urban & Economic Development, and before starting any work, following approval of this application, I must complete a Downtown Façade Grant Program Agreement.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

**\$500 application fee (check or money order) is due upon application submission (see program summary). Please do not submit payment without notifying the City Program Coordinator in advance.**

**Date Received:** \_\_\_\_\_

**Department of Urban and Economic Development**

Program Coordinator: Jack Spaeth or Patti DeCarr

Phone: (315) 792-0181