



APPLICATION – CORRIDOR IMPROVEMENT AUTHORITY FAÇADE IMPROVEMENT PROGRAM

Planning Department • 1401 W. Herbison Road • DeWitt, MI 48820
Phone: 517/669-6576 • Fax: 517/669-6496 • www.dewitttownship.org

Final Action:	<u>CORRIDOR IMPROVEMENT AUTHORITY USE ONLY</u>
<input type="checkbox"/> Approved	Application Received: _____
<input type="checkbox"/> Approved w/conditions (see attached)	Application #: _____
<input type="checkbox"/> Denied	Tax ID: _____
<input type="checkbox"/> Need more information (see attached)	
Date: _____	

I. APPLICANT INFORMATION

***NOTE: A PRE-APPLICATION SCREENING MAY BE COMPLETED BEFORE FILLING OUT THIS FORM.**

Applicant Name _____

Street Address _____ City _____ State _____ Zip _____

Telephone Number _____ Interest in Property (owner, tenant, option, etc.) _____

Contact Person _____ Telephone Number _____

Email Address: _____ First Time Applying? Yes No

Amount of Business Experience (years): _____ New Business Owner in DeWitt Charter Township? Yes No

II. PROPERTY INFORMATION

Owner _____ Telephone Number _____

Property Address _____

Zoning District: _____ Owner Email: _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed authorization from the owner. I, property owner, consent to allow the applicant to move forward with their proposal as described on this document.

Printed Name _____ Date _____

Signature _____

III. REQUEST DESCRIPTION (Attach additional sheets, if necessary)

State the activities involved and the method(s) of operation for the Site Improvement:

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to Township officials for the purpose of inspecting the premises and uses thereon to verify compliance with the Township Zoning Ordinance and all other applicable Township ordinances.

Signature _____ Date _____

IV. AKNOWLEDGEMENT

Purpose: The Corridor Improvement Authority (CIA) developed this program to partner with corridor property owners in order to enhance and maintain the aesthetic appearance and structure of buildings within the Valley Farms Corridor.

Basic Program: Matching funds are available for façade improvements for commercial properties in the DeWitt Charter Township Valley Farms Corridor. Commercial tenants or property owners may receive reimbursement up to 50% not to exceed \$5,000 of the cost of an approved façade improvement project.

Eligible Projects: Eligible projects will visibly improve the aesthetic and/or improve building structure to maintain the quality of buildings within the Valley Farms Corridor.

Criteria: As part of the optional pre-application screening process, the proposed improvement was reviewed for the following criteria:

- Building location (must be located within the Valley Farms Corridor)
- Potential project impact on the corridor streetscape and on the site
- Impact of the building location visually
- Overall project cost
- Proposal quality and adherence to the grant procedures
- Applicant need and willingness to implement entire rehabilitation design
- Funding availability

Please note that these criteria will be used in the application process as well.

Disclaimer: The information provided by the applicant on this form will be administratively reviewed by the DeWitt Charter Township Planning Department for completeness and the DeWitt Charter Township Corridor Improvement Authority for compliance with the applicable provisions of DeWitt Township Façade Improvement Program. The applicant should review the provisions of the program before filling out this form. The intent of the Corridor Improvement Authority (CIA) is to allocate funds to this program on an annual basis. Therefore, limited funds are available and the CIA reserves the right to reject any proposal. Properties with the following are not eligible: any property with outstanding Township violations, any property with past due property taxes or sewer utility charges, or any property with pending litigation against the Township. The CIA will review each façade grant application at the next regular monthly meeting (first Tuesday of each month) and notify you of their decision. Grant money will not be dispersed until project completion. The CIA must approve any project before construction commences. Any work shall commence within 60 days of application approval. Any approved project will have to go through the proper processes for approval. If the project is approved, the CIA will contact you and provide the proper information. Applications are due by December 31st of the current fiscal year.

X _____ Date: _____

By signing above, you have acknowledged all conditions of the Façade Improvement Program and will not commence construction until final approval has been received from the proper departments, agencies, and boards.

V. APPLICATION MATERIALS

The following is a checklist of items that must be submitted with the applications for the Façade Improvement Program. Incomplete applications will not be processed.

- Completed & Approved Pre-Screening (optional)
- A site plan, plot plan, or survey drawn to a readable scale that includes ALL of the following:
 - Lot dimensions
 - Existing and proposed structures, with sizes and distance from property lines indicated
 - Paved surfaces and parking spaces
 - Location of any easements on the property
 - Utility connections for sewer, water, gas, and electric (overhead and underground)
- Images of the current site
- Detailed line-item budget
- Project Schedule
- Proof of Ownership
- Proof of quotations for estimated project cost & labor (minimum of three quotations)
- Completed application form & any other information deemed necessary

VI. FAÇADE IMPROVEMENT PROGRAM REGISTRATION INFORMATION

1. Will the project require a building permit? YES OR NO (for more info, contact the Building Dept.)
2. Please indicate one the following: Tenant (written approval required) | Property Owner | Other (specify)

Please indicate which of the following conditions apply to the request. Please mark all that apply.

Type of Improvement	Specific Improvement
<input type="checkbox"/> Major Restoration Improvement	<input type="checkbox"/> New Façade <input type="checkbox"/> Door & Window Restoration / Relocation <input type="checkbox"/> Exterior Site Lighting <input type="checkbox"/> New Fencing <input type="checkbox"/> Re-Siding
<input type="checkbox"/> Signage & Awnings	<input type="checkbox"/> Awning Replacement <input type="checkbox"/> Signage Replacement
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Building Repair pertaining to the Façade <input type="checkbox"/> Exterior Painting <input type="checkbox"/> Sidewalk Repair <input type="checkbox"/> Landscape Repair <input type="checkbox"/> Parking Lot Repair <input type="checkbox"/> Fence Repair
<input type="checkbox"/> Sense of Place Improvements	<input type="checkbox"/> Entrance Improvements (Curb, Road) <input type="checkbox"/> New Landscaping <input type="checkbox"/> Public Sidewalk Installation <input type="checkbox"/> Benches, Bike Racks, Street Lighting

VII. PARTNERING BANKING INFORMATION (OPTIONAL)

The DeWitt Charter Township Corridor Improvement Authority has partnered with the following local banking institutions to provide a more efficient and streamlined process if a loan is also necessary with this project. Please note that you are not required to choose any of these institutions or apply for a loan to be eligible for this grant.

1. What is your preferred way on contact? Phone Email | Phone/Email: _____

If you desire to go through this program, please indicate which banking institution you would like to go through by selecting from below.



Loaning Information:

MERCANTILE BANK OF MICHIGAN

To apply for a loan, please contact Kurt Hanus, Commercial Banking Manager, at 517-853-2710 or via email at khanus@mercbank.com. For general contact, please call the DeWitt Branch at 517-668-8000.

HUNTINGTON BANK

To apply for a loan, please contact Michael J. Debri, Business Banking Marketing Manager, at 517-337-4159 or via email at Michael.J.Debri@huntington.com. For general contact, please call the DeWitt Branch at 517-624-5010.

LAKE TRUST CREDIT UNION

To apply for a business microloan, please contact Ken Michalak, Commercial Lending Manager, at 517-267-7306 or via email at kmichalak@laketrust.org. For general contact, please call the DeWitt Branch at 888-267-7200.

PNC BANK

To apply for a loan, please contact Jeffrey A. Hicks, VP Business Banking Sales Manager Mid-Michigan, at 517-334-5472 or via email at jeffrey.hicks@pnc.com. For general contact, please call the DeWitt Branch at 517-668-0281.

FIFTH THIRD BANK

To apply for a loan, please contact Rebecca L. Allan, Officer & Financial Center Manager II, at 517-669-8121 or via email at rebecca.allan@53.com. For general contact, please call the DeWitt Branch at 517-669-8121.

ASTERA CREDIT UNION

To apply for a loan, please contact Becky Grieshaber, Financial Center Manager, at 517-321-9085 or via email at becky.grieshaber@asteracu.com. For general contact, please call the DeWitt Branch at 517-323-3644.