

Neighborhood Facade Improvement Program Application



Date of Application: _____

Applicant Name(s): _____

Applicant Phone Number: _____

Project Address: _____

Business/Tenant Name: _____

Lease Expiration Date (if applicable): _____

Applicant is (Check one): Business Owner Building Owner

(Applicants who are tenants, please provide a letter from the building owner granting permission for undertaking proposed improvements to the building.)

Project Scope *(Describe the façade improvements you would like to make. Attach additional pages as needed.)*

Total Anticipated Budget: \$ _____

I hereby make application to the Rockford Neighborhood Facade Program for a commercial facade improvement grant. I understand that my proposal must first be approved by the City of Rockford and that it must conform to established design guidelines as well as specific design recommendations of the City of Rockford Community & Economic Development Department. If approved, I understand that all work performed on the facade is subject to federal prevailing wage and equal opportunity requirements and that I shall inform all selected contractors of this requirement prior to executing any contract. I understand that I am responsible for ensuring that all work meets applicable building codes and requirements.

Applicant Signature

Date

Return this completed form with exhibits (see following page) and two photos of the current facade to:
City of Rockford
Economic Development Division
425 East State Street
Rockford, IL 61104

If you have any questions, please call (779)348-7162

Neighborhood Facade Improvement Program – Required Exhibits/Documentation

Exhibits required at time of application

- Current and (where available) historic photos of the structure;
- 3 sets of conceptual drawings of the proposed work, to scale;
- For signs – color rendering of the design, specifications as to size and how the sign will be attached to the building and where;
- For awnings – color, size, material and style of awning; where it will be placed, and how;
- For painting – color scheme for the overall facade

Exhibits required prior to execution of the agreement

- Project schedule/timeline;
- 3 bona fide bids for work to be completed;
- 3 sets of drawings illustrating proposed work and/or photos with project description outlines;
- For major façade alterations – building and construction details, and signed and sealed engineering or architectural drawings as appropriate;
- Cost summary, listing each component of your budget (e.g., painting, awning, architect’s fees);
- Evidence that an escrow account has been established at a local title company and that your project match has been deposited there. These funds will be disbursed based on a pro rata share with the City’s funds. The title company will be responsible for all payouts and collection of the lien waivers;
- If your property has been designated by the City of Rockford as a local landmark or as part of a local historic district, you must obtain a Certificate of Appropriateness from the Rockford Historic Preservation Commission.

Exhibits/requirements prior to starting work

- Final approval from permitting departments;
- Evidence of building permits and, where needed, a Certificate of Appropriateness;
- Assurance that alterations to the building incorporate federal requirements of the Architectural Barriers Act and the Americans with Disabilities Act of 1990, when applicable; and
- Completion of an environmental review of the project (done by City staff).

Exhibits/requirements for payment at project completion

- Copy of all contracts;
- Copy of all invoices and evidence of payment;
- Final waivers of any liens; and
- Final Construction & Development Services inspection and approval.