

OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • www.OakParkMI.gov

Façade Improvement Program Application

Applicant Information		
Name of applicant:		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
For Tenants		
Name of building owner:		
Address of building owner:		
City:	State:	Zip Code:
Phone:	Email:	
Property To Be Improved		
Name of business:		
Address:		Phone:
City:	State:	Zip Code:
Type of Business:		Tax ID #:
Proposed start of construction:		Anticipated completion:
Short description of proposed work:		
Acknowledgements		

By signing this application, I affirm that I am the property owner of the above property or as the tenant, have received permission from the property owner via the accompanying notarized letter to perform the proposed improvements. I further affirm that all the statements made on this application are true, and I understand that any falsification or willful omission will be sufficient cause to void my application and any reimbursement awarded. In such a case that any reimbursement awarded by the city is voided due to any falsification or willful omission, I agree to repay the reimbursement amount to the Department of Community and Economic Development within 60 days, plus all of the costs and attorney fees incurred by the Department of Community and Economic Development to collect the reimbursement proceeds if I fail to repay within the 60 days. I have read and understand and agree to comply with all requirements of the Department of Community and Economic Development Façade Improvement Program (hereinafter the "Program"). I hereby acknowledge that I may be required to submit additional documentation or information that was not required on this application if requested. I further hereby acknowledge that the Department of Community and Economic Development reserves the right to reject any or all applications received pursuant to the Program.

Also, I understand, acknowledge and agree to the following:

1. It is expressly understood that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.
2. It is expressly understood that the applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Small Business Façade Improvement Program
3. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Small Business Façade Improvement Program. Applicant should ask for contractor's proof of liability insurance.
4. Applicant will review and abide by the Oak Park Design Guidelines
5. Applicant will pull permits if required.
6. Applicant will maintain the improvements made to the property.
7. If applicant chooses to alter the scope of work after Department of Community and Economic Development has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.
8. Applicant agrees to allow the Department of Community and Economic Development to promote the program including but not limited to displaying signage at the construction site and using photographs in promotional materials and press releases.

Signatures		
Signature of applicant:	Date:	
Printed name of applicant:		
Signature of property owner (if applicable):	Date:	
Printed name of property owner (if applicable):		
For office use only		
Is the application above complete including all necessary documentation (i.e. notarized letter from property owner)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is the building in compliance with all zoning ordinances and current on all property taxes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the proposed improvements eligible under the requirements of the program?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant provided architectural drawings of the proposed improvement?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included at least two photos of the current property?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the applicant included at least two bids from licensed contractors for the work to be completed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are the proposed improvements consistent with the proposed Oak Park Design Guidelines?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Date submitted to city council for approval _____ Amount approved _____		
City Council approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>