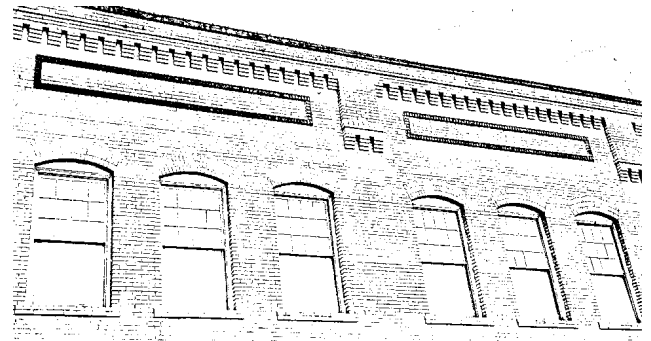




Commercial Building Improvement Program Application



Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____

Building Address: _____

List all financial interests in _____

Building: _____

Owner _____

Mortgages _____

Liens _____

Co-owners _____

Other _____

Description of Project (attach plans and preliminary budget for review):

For Façade projects **15 % up to \$5000** Certificate of Occupancy **15% up to \$150,000**

Amount Requested: _____ Total Project Cost (est.) _____

Matching Funds: _____ Source: _____

Matching Funds: _____ Source: _____

Lot Area (sq. ft): _____ Tax Map Number: _____

Number of Stories: _____ Building Area (or vacant): _____

Zoning: _____ Last/current use: _____

Submittal date **Applicant Signature** **| Received by:**

To be eligible for a CBIP grant

In the instance of a third party applicant, notarized affidavits of owner(s) approval(s) shall be submitted with the application.

The building shall be within the Downtown Reinvestment Area,

The building shall be for commercial purposes; buildings that combine business and second floor residential are also eligible. Buildings that are singularly residential in use are not eligible for the program,

Eligible improvements shall be for façade, building envelope, accessibility or safety purposes – accessibility and safety improvements shall be determined as eligible by the building inspector,

Building plans shall be submitted that can be reviewed by the building inspector,

No pending legal action exists between applicants or the owners and the city,

No other building improvement application for this property has been approved within the same Fiscal Year

The applicant shall include information on proposed use of the building, including sale price, a tenant attraction proposal and/or rents to be sought.

This Application is to be returned to the City Administrator's office

The City Administrator's office will set a hearing of the Seneca Improvement Committee (SIC) within 30 days.

Applicants will be advised of the SIC hearing date and time.

At the hearing, SIC will review the application. Applicants should be in attendance to respond to any questions regarding the application.

The board may approve, deny, approve with conditions, or table an application pending further information.

Upon approval by the SIC, the applicant shall enter into a contract with the SIC as a condition of the grant.

The city will then perform full plan review and issue permit(s) for the project.

At completion of the project, the applicant shall provide all receipts associated with the project.

The SIC will review the contract and project for compliance.

Once compliance has been determined, the SIC will issue the grant award