

Restore Church Avenue



PROJECT APPLICATION

APPLICANT INFORMATION

Office Use Date Received: _____

Applicant's Name: _____

Please circle if you are a: **Business Owner** or **Property Owner**

If you are a business owner, what is the name of your business? _____

Applicant's Address: _____

Street Number

City

State

ZIP Code

Applicant's Phone: (____) - ____ - ____ Fax Number: (____) - ____ - ____

Applicant's E-mail: _____

TENANT INFORMATION

If you are a property owner, list all current tenants and their date of lease expirations.

PROJECT CONTACT PERSON INFORMATION *(if different from above)*

Contact Person's Address: _____

Street Number

City

State

ZIP Code

Contact's Phone: (____) - ____ - ____ Fax Number: (____) - ____ - ____

Contact's E-mail: _____

PROPERTY INFORMATION

Legal Property Owner: _____ Owner's Phone: (____) - ____ - ____

Owner's E-mail: _____

Property Address: _____ Block/Lot(s): _____

PROJECT DESCRIPTION

Project Description: Please describe proposed work—list the current condition of the building, and specific project plans, such as what materials or portions of the building will be replaced or repaired.

Please check which type of project you are proposing;

- Facade Improvements** (brick re-pointing, steam cleaning, cornice restoration, etc.)
- Storefront Improvements** (sign, awning, window or lighting replacements, etc.)
- Commercial Interior Project**

Continued on Reverse

PROJECT APPLICATION *(continued)*



Project Description *(continued from page 1):*

Estimated Total Project Cost: _____

Anticipated Start Date: Month: _____ Year: _____

Project Architect: _____ **Architect's Phone:** (____) - _____ - _____

Architect's Fax: (____) - _____ - _____ **Architect's E-mail:** _____

The Church Avenue BID can provide applicant's with design guidance for your project. Please contact us if you wish to receive a list of recommended architects or contractors. The BID is dedicated to improving Church Avenue and would like to assist you as much as possible with improving the appearance of your building or storefront.

Applicant Consent Agreement

I commit to complete the above mentioned project in a timely manner and within 6 months of project initiation. I understand that I am obligated to comply with any applicable federal, state and local regulations and to obtain all necessary approval and permits from government agencies, including the New York City Department of Buildings (DOB). I release the City, the New York State Housing Trust Fund Corporation (HTFC), and the Church Avenue District Management Association, Inc. (the Church Avenue BID) from any and all claims arising from this project.

I understand that the grant is awarded as a reimbursement for eligible project expenses following the satisfactory completion of the project and upon receipt of proof of payment. Project's that are not completed in a manner consistent with the agreed upon scope of work will **not** be eligible for reimbursement. I further understand that the maximum grant amount is \$50,000, and that the grant can only cover up to 75% of the project's total cost. The grant award is subject to the terms and conditions of the contract that the Church Avenue BID has entered with HTFC.

I have read the Church Avenue BID's grant materials, including the "Design Guidelines" and "Selection Guidelines." If selected, I agree to follow the outlined grant process, completing work that is in keeping with the Church Avenue BID's guidelines and executed as specified in the contract between the applicant and the Church Avenue BID. I will request the Church Avenue BID's approval prior to modifying the project scope or specifications.

Applicant's Signature

Date

ATTACH ALL REQUIRED DOCUMENTS *See Page 3 for a list of documents and instructions*

**SUBMIT COMPLETED APPLICATIONS TO THE BID OFFICE AT:
884 FLATBUSH AVE., 2ND FLOOR, BROOKLYN, NY 11226**

For questions, contact the BID office at (718) 282-2500 x243, or e-mail info@churchavenue.org. Or visit www.ChurchAvenue.org.

LIST OF REQUIRED DOCUMENTS

Pre-Approval

The following is a checklist for all documents that **MUST** accompany all applications submitted to the BID for pre-approval.

- A Copy of the Deed** for Property Owners or a **Copy of the Lease** for Merchant applicants
- Historic Tax Photo** *(high-quality photocopy is sufficient)*

Between 1939 and 1941, the city photographed every building in the five boroughs. Copies of these images are available for purchase online or through the mail. To order online, visit the NYC Department of Records on-line order form at <http://www.nyc.gov/dorforms/photoform.jsp>.

To order through the mail, use the attached order form. **When ordering, be sure to include Block and Lot numbers and choose 8" x 10" print size.**

NOTE: *Requests can take up to 4 weeks to process. Photos are not required at the time you submit your application for pre-approval; however, a photo request must have been made.*
- Exhibit F** *(photograph release form)*

A copy of Exhibit F is attached. Your submitted copy of Exhibit F must have an original signature.
- Initialed copy of the "Design Guidelines and Project Selection Guidelines"**

See attached copy.

Final Approval

The following is a list of documents required for the final approval stage, conducted by the BID's Streetscape Advisory Committee. These documents are not required for pre-approval, but are listed here in the event your project seeks final approval.

- Detailed Scope of Project**

Include a detailed summary of all work to be completed and a timeline for completion *(see attached)*.
- Project Budget** (with at least 2 estimates for all proposed work) & **Financing Plan**

Before final approval, the BID must be provided copies of at least **2** estimates for all work that is to be completed. In addition, a financing plan must be submitted to ensure the BID that all work will be able to be completed. The BID will provide applicant with a list of approved contractors.
- Drawings and Plans** *(if required)*

Professional drawings by an architect or designer are required for projects undertaking major alterations to the building or storefront. Minor work, such as painting, brick re-pointing, or steam cleaning of a façade, do not require professional drawings.
- Copy of Signed Letter from Property Owner endorsing the project** *(for merchant applicants only)*