



Façade Improvement Program Application Form

Name _____

Mailing Address _____

Telephone _____ Email _____

Address of Building Considered for Façade Work _____

List Persons with a Legal Interest in this Property _____

Present Building Use (If mixed-use, specify use by floor) _____

Estimated Project Cost _____ (Include copies of contractor bids)

Proposed Start Date _____ Proposed Completion Date _____

**Required documentation to be submitted with application (taken from Marshall DDA
Façade Improvement Program Guidelines, XI. Application Requirements):**

- Completed application, including \$35.00 non-refundable application fee (check payable to *City of Marshall*)
- Legal property description and/or Mortgage Survey
- Description of current use and proposed use of building after completion of project, including color photographs of building before initiation of project
- Project design plans, noting design firm or professional who prepared plans
- Copy of construction bids (1 required, 2 or 3 recommended)
- Timeframe for completion of project
- Proof of property & liability insurance
- Proof of property taxes paid current
- Written consent for program participation by property owner, if applicant is a tenant
- Written consent for program participation by land contract holder, if applicable
- Copy of property warranty deed
- Copy of lease, if applicable (application being submitted by tenant)

The undersigned applicant affirms the information provided with this application is true and complete to the best of his/her knowledge. The applicant affirms they have read the Marshall DDA Façade Improvement Program Guidelines revised 10-1-2022 and agrees to abide by its terms and conditions.

Property Owner

Date

Please Note: This application form must be complete and submitted with required documentation, and \$35 application fee to be eligible for review and participation.

Submit to: City of Marshall
DDA Facade Grant Program
323 West Michigan Avenue
Marshall, Michigan 49068

For more information, contact the Director of Community Services at 269.558.0354