

Business Façade Improvement Application Checklist

Reviewed by: _____

Date: _____

Applicant		Organization
Check if Yes	Applicant History	Comments
<input type="checkbox"/>	Has this applicant previously applied for Business Façade funding?	
<input type="checkbox"/>	Has this applicant applied with an eligible project but was not able to go forward with it?	
Check if Yes	Applicant Requirement	Comments
<input type="checkbox"/>	Does the proposed project meet the program guidelines?	
<input type="checkbox"/>	Does the proposed project meet the design guidelines as part of Bylaw No. 747?	
<input type="checkbox"/>	Is the applicant current on all business licensing, property taxes and utility taxes? Have proper building permits been applied for?	
<input type="checkbox"/>	Have photos of current condition been attached?	
<input type="checkbox"/>	Is the proposed building façade part of a building with C1 zoning, and in Development Permit Area #4?	
<input type="checkbox"/>	Does the project budget exceed \$1500?	
<input type="checkbox"/>	If applicant is not building owner, is there approval from building owner?	

Check if Yes	Applicant Review	
<input type="checkbox"/>	Does budget include ineligible costs?	
<input type="checkbox"/>	Are there professional quotes provided?	
<input type="checkbox"/>	Do quotes provided match project budget?	
<input type="checkbox"/>	Will this project be completed by November 30 th , 2017?	
<input type="checkbox"/>	Is there any indication that the project has started before approval?	
<input type="checkbox"/>	Does the project foresee a significant improvement on the existing façade?	