

FAÇADE GRANT PROGRAM APPLICANT CHECKLIST

- Meet with DDA Executive Director to discuss the Façade Grant Program, pick up and review application materials.
- Applicant may choose to meet with a pre-qualified architect for a one-hour in-office consultation to discuss preliminary ideas. Applicants must take current and historic (if available) photographs to this meeting. Contact the DDA for an authorization letter.
- Choose your architect and meet to discuss proposed project. You may select a pre-qualified architect from the DDA listing. The DDA will reimburse for four (4) hours of the architect's time, if your application is successfully approved. Contact the DDA for an authorization letter.
- Complete design drawings and/or description of the project. Plans must comply with the *Building Design Standards*.
- Review plans with City of Allen Park Building Inspector to make certain that the plans comply with building and fire codes. Check on required permits.
- After design drawings are accepted, request bids on the project. At least three bids are required.
- Submit completed application along with all attachments and bids to the Director.
- Director will notify applicant when the project will be presented to the DDA Board of Directors. Applicant should plan to attend.
- Project to be completed within six months after the beginning of construction.
- Notify Director of any changes before changes occur. Written approval must be received before project can continue. If you pursue changes without approval, you will be disqualified from the program and will forfeit your right to reimbursement.
- Inform Director when project is complete. Arrange for final inspection through Building Department, if necessary.
- Submit invoices and waivers of lien to Director for payment. Add DDA to insurance as additional insured for façade only.
- Sign easement upon reimbursement. Property owner, if different from the applicant, must sign easement.