



FINKSBURG FACADE IMPROVEMENT PROGRAM



Checklist & Application

Checklist

Assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the required material, including:

- Completed Application
- Description and detailed sketch of proposed improvements to the property (i.e., placement, color, dimensions, and materials)
- Description of how this project will enhance Finksburg (i.e., enhance property value, aesthetics)
- A minimum of three color photographs that show existing building conditions
- Proof of insurance coverage for property/business and, if applicable, from a currently licensed contractor
- Estimates and/or bids detailing the proposed work
- Additional information (optional)

Note

Prior to submission, applicants are encouraged to meet with the Program Administrator. Submit applications to:

Bureau of Comprehensive Planning
Carroll County Government
225 North Center Street
Westminster, MD 21157

E: cstewart@carrollcountymd.gov
E: tfossett@carrollcountymd.gov
P: (410) 386-5145

Carroll County Government use only

- Approved Approved w/Conditions (attached) Disapproved
- Date: ____/____/____

Application

Applicant

Name of Applicant: _____

Phone Number: _____ Email: _____

Address: _____

Applicant is the (check all that apply):

Property Owner Business Owner, Name of Business _____

Address where improvements are to take place: _____

Account ID: 07-04 - _ _ _ _ _

If Applicant is not the Property Owner

Name of Property Owner: _____

Phone Number: _____ Email: _____

Address: _____

Project Details

How much funding assistance are you requesting? \$ _____

*Note: grant covers up to 80% for cost of FIP only, up to 100% for cost of FIP coinciding with greening incentive, and up to 20% for cost of single tenant wall mounted business signs.

Proposed project budget for FIP only (Estimates and/or Bids detailing the proposed work)

Line Item 1: _____ \$ _____

Line Item 2: _____ \$ _____

Line Item 3: _____ \$ _____

Will your FIP project coincide with greening improvements? No Yes

If yes, what is the proposed project budget \$ _____

Line Item 1: _____ \$ _____

Line-Item 2: _____ \$ _____

Line-Item 3: _____ \$ _____

Proposed Start Date: ____/____/____ Estimated Completion Date: ____/____/____

*Note: any project approved for funding must be completed within eight months.

Are any permits or approvals needed? _____

In conjunction with the project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)? No Yes, brief explanation: _____

General Conditions

- It is expressly understood and agreed that grant funds are from the Maryland Department of Housing and Community Development and this application does not guarantee the applicant funds.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to a letter of commitment is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the Board of Carroll County Commissioners, and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Finksburg Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Finksburg Facade Improvement Program.
- The applicant agrees for a period of three years following the date of completion of the facade improvement project, to maintain all improvements made per the approval in their finished state.
- The applicant authorizes the Board of Carroll County Commissioners and the Finksburg Planning and Citizens' Council to promote any approved project, including but not limited to, displaying a sign at the site during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the "Finksburg Facade Improvement Program Guidelines" document outlining program guidelines and procedures.
- The applicant understands that the Board of Carroll County Commissioners reserves the right to make changes in conditions of the Finksburg Facade Improvement Program as warranted.

Signature of Applicant

Date

If applicant is not the property owner, the property owner must review and co-sign this application below.

Owner Authorization

As owner of the property located at (insert address) _____

I have reviewed the above application and authorize (name of applicant) _____
at said address to perform the improvement described above as part of the Finksburg Facade Improvement Program.

Signature of Property Owner

Date