

# CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

## APPLICATION PACKET CHECKLIST

*Please read the guidelines carefully. Incomplete applications will not be reviewed.*

### Format

- Type or print clearly on all application materials
- Use black ink and a legible font
- Submit all material on either 8.5" x 11"
- Please do not staple materials
- Please do not submit any material not included on the checklist

### Please submit applications to:

*In Person*  
Permit Center  
Auburn City Hall Annex  
1 East Main Street (2nd Floor)

*Email*  
lflemister@auburnwa.gov

### Questions

For assistance, please call Urban Design Planner, Lauren Flemister at 253-931-3092 or email lflemister@auburnwa.gov

Completed Application and Checklist (to the best of your ability)

Copy of City of Auburn Business License

Current member of BIA (with dues paid)

Authorization letter from property owner (if applicable)

Proof of Loan and/or Cash Matching Funds

Images of existing façade or improvement area

Drawings, sketches of improvement plans and ideas

Architect or engineer drawings, as needed

Contractor Estimates that include administrative time and sales tax

Project Timeline

