



**City of Auburn**  
**DOWNTOWN FACADE IMPROVEMENT PROGRAM Application**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact**

Address: \_\_\_\_\_  
*(if different from above):* \_\_\_\_\_

Social Security Number/Tax Identification Number: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

**OWNER OF PROPERTY (if not applicant)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF PROPOSED STOREFRONT IMPROVEMENTS:**

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**LIST OF IMPROVEMENT TYPES and ITEMIZED COSTS**

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		<b>Total</b> \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		<b>Total</b> \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		<b>Total</b> \$ _____

Improvement Type	Contractor Name	Cost
_____	_____	
		Material \$ _____
		Labor \$ _____
		<b>Total</b> \$ _____

**ESTIMATED TOTAL COST OF STOREFRONT IMPROVEMENTS:**

Cost
Design Services \$ _____
Material \$ _____
Labor \$ _____
<b>TOTAL PROJECT COST</b> \$ _____

**SOURCE(S) OF MATCHING FUNDS**

Type	Source	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Source	Amount
_____	_____
_____	_____

**DESCRIPTION OF IN-KIND CONTRIBUTIONS TO BE PROVIDED TO SUPPORT PROJECT EXECUTION**

\_\_\_\_\_  
\_\_\_\_\_

Estimated offset cost of Contribution \$ \_\_\_\_\_

**DESCRIPTION OF OTHER PLANNED/EXECUTED IMPROVEMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Improvement (within year of project) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Improvement (within year of project) \_\_\_\_\_

**GRANT REQUEST**

		Cost
	<b>TOTAL PROJECT COST</b>	\$ _____
Minus (-)	Matching Funds	\$ _____
Minus (-)	In-Kind Contributions	\$ _____
	<b>GRANT REQUEST AMOUNT</b>	\$ _____

**STATEMENT OF UNDERSTANDING & CERTIFICATION BY APPLICANT**

The applicant understands that the City of Auburn must approve the proposed exterior storefront improvements. During the application process, the City will require the applicant to be available for a site visit with City of Auburn officials. Certain changes or modifications may be required by the City of Auburn prior to final approval. A commitment of funds will not be processed prior to the City’s receipt and approval of bids for the established scope of work. Unless otherwise agreed, work must be approved by a licensed contractor, approved sign maker, or other recognized professional or company. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by the City in order for the work to be eligible for reimbursement.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Storefront grant and is true and complete to the best of the applicant’s knowledge. If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached. Verification of any of the information contained in this application may be obtained by the City of Auburn from any available source.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Application Checklist

- Every question has been answered (to the best of your ability)
- Copy of business license
- Current member of BIA
- Authorization letter from property owner (if applicable)
- Proof of Loan and/or Cash Matching Funds
- Images of existing façade
- Drawings, sketches of improvement plans and ideas
- Architect or engineer drawings
- Contractor Estimates

**PLEASE RETURN THE APPLICATION AND SUPPLEMENTAL INFORMATION TO:**

Permit Center  
City of Auburn  
25 W Main Street  
Auburn, WA 98001

or Email:  
[lflemister@auburnwa.gov](mailto:lflemister@auburnwa.gov) – Email

Contact:  
Lauren Flemister, Urban Design Planner  
253.931.3092 – Telephone