

Village of Middlefield Storefront Renovation Rebate Program **APPLICATION**

Business Location

Address of Property Being Improved: _____

Applicant Information

If Applicant(s) are not the building owner, the owner of the commercial building must also sign this application.

Applicant Name (person or company applying for rebate)

Applicant's Mailing Address

Contact Person & Title

Contact Phone # _____

Email _____

BUSINESS INFORMATION –

Applicants must be operating legally with the Village of Middlefield, and current with all village taxes, including but not limited to taxes, licenses, sewer billings, etc.

Legal Name of Property Owner

Property Owner Mailing Address

Contact Person & Title

Contact Phone: _____ Email _____

PAGE 2- STOREFRONT IMPROVEMENT COSTS

Use this form to assist in itemizing costs of improvements planned for your storefront.

You must also attach the estimates from at least two contractors, pictures of the current condition of the storefront or signage.

PRE-DEVELOPMENT COSTS

SERVICE	COSTS	CONTRACTOR/VENDOR
Design/architecture services	\$	
Permits and associated fees	\$	
SUBTOTAL	\$	

CONSTRUCTION COSTS

IMPROVEMENT TYPE	TOTAL COST	CONTRACTOR/VENDOR
Façade masonry/Brick pointing	\$	
Cornices	\$	
Exterior Painting	\$	
Windows/Glazing	\$	
Exterior Doors	\$	
Exterior Façade Lighting	\$	
Signage	\$	
Canopies/Awnings	\$	
Handicapped Ramps	\$	
Demolition	\$	
Roof Repairs/Replacement	\$	
Landscaping	\$	
Other	\$	
SUBTOTAL	\$	
TOTAL COST		
(PRE-DEVELOPMENT & CONSTRUCTION)	\$	
GRANT REQUEST	\$	

PAGE 3 - STOREFRONT IMPROVEMENT PROPOSAL

Describe your proposed improvements below. Improvements must be made to the exterior and visible to the public and preserve and enhance the architectural integrity of the building.

Applications will be reviewed by the Economic Development Committee who may suggest changes or require specific changes to the proposed work for the application to be approved and be eligible for reimbursement.

PAGE 4 – APPLICATION ATTACHMENTS CHECKLIST –

Please attach the following:

1. Color digital photographs of your building sent via email clearly showing the following:
 - a. Areas that will be improved;
 - b. The entire front façade of your building;
 - c. The views down the block to the right and left of your building.
2. An illustration of the work you would like to do. Any of the following are acceptable:
 - a. A printed-out digital picture with written notes; or
 - b. A photo with post-it notes attached; or
 - c. An architect's rendering.

NOTE: if your project includes signs or awnings, please ask your contractor to prepare a picture of the new sign or awning showing all dimensions, materials, colors, and lettering.

3. Estimates from at least two contractors are required.
4. IRS W-9 Form

Additional Program Requirements

- 1) Applications submitted after construction has begun will not be considered.
- 2) A property improved under this program may apply for the maximum \$10,000 allowances no more than once per year
- 3) The amount that this program can approve for reimbursement will not always be equal to 50% of the eligible costs or the maximum amount due to availability of funds and restrictions in how program funds can be spent.

PAGE 5 – CERTIFICATION FOR COMPLIANCE WITH FEDERAL, STATE & LOCAL REQUIREMENTS

I certify that:

1. The information contained here is accurate.
2. The business & property owner(s) is/are current with all Village obligations, including but not limited to taxes, licenses, sewer billings etc.,.
3. All permits, licenses etc., that is associated with the above work will be complied with.
4. I have read and will comply with the requirements outlined in this application.

APPLICANT OR DESIGNATED REPRESENTATIVE

Name _____

Title _____

Signature _____

Date _____

PROPERTY OWNER OR DESIGNATED REPRESENTATIVE (if not applicant)

Name _____

Title _____

Signature _____

Date _____

Submit your completed application to the Economic Development Director, or email LGambosi@middlefieldohio.com, or mail to Economic Development Department, 14860 N State Avenue, Middlefield, Ohio 44062. You will receive a notification by email when your application is received. All questions can be directed to Leslie McCoy, Economic Development Director, at 440.632.3540 or LGambosi@middlefieldohio.com.