

**COMSTOCK PARK DOWNTOWN DEVELOPMENT AUTHORITY
BUILDING EXTERIOR IMPROVEMENT PROGRAM**

PLEASE SUBMIT YOUR APPLICATIONS TO
PLAINFIELD CHARTER TOWNSHIP – ATTENTION SUPERVISOR
6161 BELMONT AVENUE - BELMONT, MI 49306
(616) 726-8888 or (616) 364-8466

Date: _____

1. Applicant Information:

Name _____

Address _____

Phone _____ Fax _____

Email _____

2. Project Information:

Building Location _____

Owner of Record _____

Address of Owner & Contact Info _____

Permanent Parcel # _____

3. Project Description: Describe in detail the proposed scope of work, using additional sheets if necessary. Attach any architectural sketches or drawings if applicable. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, carpentry, electrical, etc., as an attachment.

4. Will applicant be requesting financing for this project? YES/NO

Name and Address of Lender _____

Contact person: _____ Phone# _____

5. Project Costs:

Anticipated Project Cost (attach cost breakdown) \$ _____

Grant Amount Request (not greater than 20% of project cost) \$ _____

Anticipated Construction Start Date _____

Anticipated Completion Date _____

6. Mortgage Information:

Is there a current mortgage on the property? YES/NO

If Yes, who is mortgagee? _____

Date of mortgage _____ Original amount _____

7. Building Information:

Type of Construction _____ Floors above grade _____

Present Use _____

Will project result in change of use for the building? YES/NO

If Yes, uses of the building after completion of the project:

1st Floor _____

2nd Floor _____

Other _____

8. Other Required Documents:

- a. Copy of deed property to be improved.
- b. Proof that all property taxes are paid and current.
- c. Proof of property and liability insurance.
- d. Copies of any leases associated with property.
- e. Copy of contractor quote/bid for total improvement project.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Comstock Park DDA Building Exterior Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed under the program to be repaid in full.

I/We understand that I/we will be responsible for all closing costs, including but not limited to any recording fees. I/We further certify that I/we have read and understand the Building Exterior Improvement guidelines. If a determination is made by the Comstock Park DDA that loan proceeds have not been used for eligible and/or approved program activities, I/we agree that the proceeds shall be returned in full and further acknowledge that, with respect to such proceeds so returned, I/we shall have no further interest, right or claim. It is understood that all grants are contingent upon final approval and the availability of program funds.

Signed this _____ day of _____, 20_____.

By: _____
Applicant Signature

By: _____
Owner

Print Name

Print Name