



**COMMUNITY DEVELOPMENT DEPARTMENT**

**FACADE GRANT APPLICATION**

*(Historically designated properties may require a COA)*

<b>APPLICANT:</b>
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<b>PROPERTY INFORMATION:</b>		
CURRENT TENANT (BUSINESS NAME)	ADDRESS	
PIN	USE	ZONING
LANDMARK STATUS (CIRCLE ONE):		
Landmark	District: Contributing	District: Non-Contributing
	None	Other: _____
<b>APPLICANT INFORMATION:</b>		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	FAX #	OTHER # (PAGER, CELL, ETC.)

<b>OTHER APPLICANTS &amp; INTERESTED PARTIES:</b>				
RELATIONSHIP	NAME	COMPANY	MAILING ADDRESS	PHONE # AND FAX #
<b>Owner</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Contractor</b>				
<b>Architect</b>				
<b>Agent/ Attorney</b>				

<b>IMPROVEMENT INFORMATION:</b>	
ESTIMATED COST OF IMPROVEMENTS <sup>^^</sup>	REQUESTED AMOUNT OF GRANT <sup>++</sup>

<sup>^^</sup> Please reference the checklist which states estimates must be itemized and include a brief description explaining the scope of work for each improvement itemized.

<sup>++</sup> The maximum grant amount is 50% of the total project cost, not to exceed \$150,000 in reimbursements or incentives per project. See program description for eligible improvements.

***I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The owner invites Village representatives to make all reasonable inspections, investigations and take pictures of the subject property during the processing period of this request.***

***I understand that this is a voluntary program. I also understand that the Village has the right and discretion to approve or deny any project or portions thereof.***

***I authorize the use of any pictures involving this project by the Village of Plainfield.***

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF OWNER, REQUIRED IF NOT APPLICANT

DATE

**FACADE GRANT APPLICATION REQUIREMENTS:**

*Schedule a pre-application meeting with Planning Staff at (815) 439-2824 prior to filling out the application.*

- Review Facade Improvement Program Description
- Pre-application meeting with Planning Staff. (Staff Initials \_\_\_\_\_ Date \_\_\_\_\_)
- One (1) original completed facade grant application form.
- Historic photograph (photocopy is acceptable) of the facade(s) to be improved, if available.  
Check with the Plainfield Historical Society, 217 E. Main St., Plainfield, IL 60544. Phone number is (815) 436-4073. They are typically open Saturdays from 1 – 4 p.m.
- Current photograph(s) of facade and particular area(s) to be enhanced.  
Submit in digital format (TIF, GIF, or JPEGs are acceptable formats & photographs should be saved individually)
- Brief narrative description of the project.  
This should include a description of the building's current status and the area(s) to be repaired/restored, proposed work to be performed, and the general methodologies to be employed (i.e. chemical cleaning, painting, window replacement, etc.) Please make sure the narrative provides a thorough description.
- Ten (10) sets of drawings of the proposed work (to scale). Twenty (20) sets of drawings are required if this accompanies a Rehabilitation Grant Application.
  - All reduced copies must be legible.
  - Architectural renderings not required, but encouraged in order to provide a good understanding of the proposed finished product.
  - Drawings may not be necessary for projects such as tuck pointing or painting.
- One (1) electronic copy of the drawings.  
Acceptable formats include PDF, TIF, GIF or JPEGs. One (1) .pdf file is preferred.
- Two (2) different contractor's estimates.
  - Estimates must include only the work proposed for the facade. Eligible work is listed in the explanation of the program.
  - The estimate must include a brief description and methodology of the work to be done (include drawings if necessary), it can not simply be a list of items. If the narrative description of the project adequately details the contractor's work and methodology, this aspect does need to be included to meet this required application item.
- Existing and proposed service/use of the building.
- Required signatures.  
Signature of the owner is required, if the applicant is not the owner.
- Submitted permit application?  
 No  Yes If yes, please indicate date submitted & what type \_\_\_\_\_.
- Color/material samples, if requested by staff at pre-application meeting.