



Façade Grant Program Application

The fiscal Year 2022-23

Town of Pinetop-Lakeside

Community Development Department

325 W. White Mountain Blvd.

Lakeside, AZ 85929

Questions?

Call (928) 368-8696 or jloyd@pinetoplakesideaz.gov

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FAÇADE GRANT PROCESS: STEP-BY-STEP

1. Step One: Review Façade Grant Program Guidelines

The Façade Grant Program Guidelines provide an overview of the grant program, including eligibility, evaluation criteria, and other guidelines. This document can be found at www.pinetoplakesideaz.gov.

2. Step Two: Meet with Community Development Staff

Before formally applying, an applicant must meet with a member of the Community Development staff to discuss the project.

3. Step Three: Submit Completed Application

Applications must include all the components listed in the **Application Checklist** on page 3 of this document. Submit completed applications to Community Development staff at Town Hall, 325 W. White Mountain Blvd., Lakeside, AZ 85929,

Incomplete applications will not be accepted. The incomplete application must be completed and resubmitted. It is highly recommended that you work with Community Development staff to ensure your application is complete before submitting it.

4. Step Four: Committee Review

The Pinetop-Lakeside Committee will review the application. The Committee may:

-Approve

-Disapprove

-Approve with conditions. If approved with conditions, the Committee may request that the grantee make specific changes to the proposed improvements.

5. Step Five: Grant Awarded

An Award granting the funding, along with the final Scope of Work, is issued by the Community Development Department. Once the grant is awarded, the façade grantee must sign an acceptance form agreeing to carry out the work as described in the final Scope of Work and provide a W-9 form including the federal identification number or social security number for the corporation, partnership, or sole proprietorship.

6. Step Six: Secure Planning and Building Permits

All necessary planning, building, encroachment, and other permits must be secured before construction is initiated. Permits can be obtained from Town Hall or online at www.pinetoplakesideaz.gov/formcenter.

7. Step Seven: Complete Work and Submit for Reimbursement

Carry out the work outlined in the final Scope of Work and file for reimbursement after the project. Proof of payment, invoices, and lien releases are required for reimbursement. All permits must have completed final inspections before reimbursement.

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APPLICATION CHECKLIST

The application must include the following components:

Completed Project Information and Signature Page

Must include the property owner's signature if the applicant is not the owner. A hard copy of all signatures, or a DocuSign document, is required.

Scope of Work

A complete scope of work for the proposed improvements. The scope of work must include the following:

- An itemized list of all proposed improvements
- A description of all proposed improvements
 - Must include colors and materials
- Estimated cost for each proposed improvement
 - **Please use the Scope of Work template** included in this application. There is an example included in this application.

Vendor Estimate

A written estimate from a vendor for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs needs to be provided.

Graphic representation of proposed changes

This should illustrate the proposed façade improvement. Acceptable formats include conceptual sketches, schematic drawings, photo representations, or graphic mock-ups.

Samples of proposed materials (if needed)

This may include samples or photographs of materials or fixtures used in the façade improvements.

Submit completed applications to:

Community Development Department

Pinetop-Lakeside Town Hall

325 W. White Mountain Blvd. Lakeside, AZ 85929

jloyd@pinetoplakesideaz.gov

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PROJECT INFORMATION AND SIGNATURE PAGE

CIRCLE ONE: OWNER TENANT

Requested Grant Amount: _____

Applicant Information

Name: _____

Business Name: _____

Business Address: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Applicant and Property Owner Signatures

Print Applicant Name

Date

Print Property Owner name Date

(If the applicant is not also the owner)

Applicant Signature

Date

Property Owner Signature Date

(If the applicant is not also the owner)

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SCOPE OF WORK TEMPLATE

Façade Grant Property Address: _____

Business or Property Owner Name: _____

Business Name: _____

| Improvement | Description | Estimated Cost |
|-------------|-------------|----------------|
| | | |
| | | |
| | | |
| | | |
| | | TOTAL: |

Visit www.pinetoplakesideaz.gov to download an electronic version of this template.

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SCOPE OF WORK EXAMPLE

Façade Grant Property Address: 1234 Any Street, Lakeside, AZ 85929

Business or Property Owner Name: ABC Restaurant

Business Name: Jane Smith

| Improvement | Description | Estimated Cost |
|------------------------------------|--|-----------------------|
| Paint the exterior of the building | Body: 2 coats Benjamin Moore Ultra Spec EXT Flat #447. Applied at a DFT of 1.5 mils. Color: Kingsport Gray HC-86 Trim: 2 coats of Benjamin Moore Ultra Spec EXT Gloss #449. Applied at a DFT of 1.5 mils. Color: Big Bend Beige AC-37 Accent: Modern Masters Gold Rush ME 658 -See attached paint samples. | \$10,000 |
| Replace fabric on existing awning | Sunbrella Marine Blue # 4678 | \$4,000 |
| Blade Sign | Add a new blade sign -see an attached photo that shows the design and placement of the sign | \$500 |
| Light Fixtures | Add new exterior light fixtures -see attached photo of the light fixtures | \$1,500 |
| | | TOTAL:16,000 |