



Revitalization Incentive Grant Program 2015
Application Form

Name of Applicant: _____

Name of Business: _____

Address of Business: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Type of Business: _____

Applicant is the: ___Property Owner ___Business Owner ___Other:_____

How many years has the business been in existence? _____

How long has the business been operating at the current location? _____

When does your current lease expire (Month/Day/Year)? _____

If lease expires in less than two years, please explain the circumstances:_____

Property owner's name (if different from applicant):_____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Note: If applicant is not the property owner, the property owner or an authorized representative for corporate ownership MUST review and co-sign this application and the Acceptance General Conditions for Grant Assistance form.

What has led you to make exterior improvements to your business in the City of Littleton at this time?

Four horizontal lines for providing a written response to the question above.



Have you met with the Economic Development Team with the City of Littleton?

___ Yes ___ No ** The Economic Development Team provides no-cost assistance to business owners in a variety of areas, including business plan development, market analysis, targeted mailing lists, marketing assistance and more. For more information or to schedule a meeting, contact Jo Anne Ricca at 303-795-3749 or via email at jricca@littletongov.org.

Application Request:

I am applying for (check all that apply)

___ Facade improvements (general maintenance NOT included)

___ Landscape improvements

___ Parking area improvements

___ Exterior lighting improvements

___ Signage improvements

___ American with Disabilities Act (ADA) compliance improvements

___ Architectural/design assistance (*Maximum matching award of \$2,000 will be reimbursed after approved work is completed.*)

___ I have selected a licensed contractor/business located in the City of Littleton to perform the work on my project. I request the additional 10% bonus on the grant amount for using this contractor. The following are Littleton contractors I will use:

Proposed Improvements:

Please describe the proposed improvements to the property. You must include color photographs showing the existing building conditions. Two bids are required. **If the applicant is a licensed contractor and plans to bid the project, the required second bid from another contractor must be verifiable and higher.** If you have any additional building information such as measured plans, site plans, or architectural documentation for improvements (plans, sketches, or construction costs), please include them with your application. General improvements are not eligible (i.e. painting, cleaning, new furnishings, etc.).



Describe the architectural/design assistance

Architectural/design assistance bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Describe the façade improvements

Façade bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Describe the landscape improvements

Landscape bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____



Describe the parking area improvements

Parking area bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Describe the exterior lighting improvements

Exterior lighting bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Describe the signage improvements

Signage bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Signage grant eligibility is determined by number of years in business in Littleton.

1 year = up to \$1,000

2 years = up to \$2,000

3+ years = up to \$3,000



Describe the ADA compliance improvements

ADA compliance improvements bid information:

Bid #1: Company _____ Amount _____

Bid #2: Company _____ Amount _____

Total proposed project budget: _____

Amount of funding assistance being requested: _____

Anticipated completion date: _____

The applicant authorizes the City of Littleton to promote an approved project, including but not limited to, displaying a sign or sticker at the site (during and after construction), and using photographs and descriptions of the project in informational materials and press releases. The applicant understands that the City of Littleton reserves the right to make changes in conditions of the Revitalization Incentive Grant Program as warranted.

Applicant understands that, in the event this application is approved, a binding letter of commitment must be signed and recorded prior to release of grant funds.

Signature of Applicant _____ **Date** _____

If applicant is not the property owner, the property owner or an authorized representative for corporate ownership MUST review and co-sign this application below.

As owner of property at _____ I have reviewed the above application and authorize the operator of _____ at said address to perform improvements described above as part of the City of Littleton's Revitalization Incentive Grant Program.

Signature of Property Owner
Or Authorized Representative _____ **Date** _____

SUBMITIAL CHECKLIST: Please include the following and initial each item to show that it has been included:

An original application form and the following:

___ Color photos of existing building and/or sign



- ___ Color renderings of proposed scope of work
- ___ Quotes or bids from two separate firms for proposed work, bids must clearly show the cost for the requested improvement(s)
- ___ Signed and notarized original Acceptance of General Conditions form

The completed application, with fees and all attachments, can be mailed or delivered to:

Economic Development
Attention: Jo Anne Ricca
City of Littleton
2255 W. Berry Avenue
Littleton, CO 80120

For questions regarding the program or application contact Jo Anne Ricca at 303-795-3749 or via email at jricca@littletongov.org.

Note: Digital photos and information should be emailed to jricca@littletongov.org.

******Due to the extra levels of approvals needed for this grant, please communicate with the economic development staff regarding potential time impacts to your project and what is involved in this process.