

Reading Economic Development Committee



Building Façade & Sign Improvement Program Application Form

DATE _____

APPLICANT INFORMATION:

Applicant's Name _____

Mailing Address _____

Telephone(s) _____ Fax : _____ Cell _____

Email _____ Website _____

Business Organization of Applicant: Corporation (d/b/a) Partnership Sole Proprietorship

Business Name _____

Owners and Officers in Applicant's Business Organization:

Position:	Name & Address:
_____	_____
_____	_____
_____	_____

Relationship of Applicant to the building to be renovated under the Building Façade and Sign Improvement Program:

- Owner: (Attach proof of ownership (tax bills, title deed, etc.)
- Tenant: (Attach terms, length, and expiration date of present lease AND attach written permission from building owner to participate in the Building Façade and Sign Improvement Program.)

PROPOSED PROJECT INFORMATION:

Information about participating building:

Street Address _____

What improvement(s) are you interested in receiving funding for from the Building Façade and Sign Improvement Program?

- Signage
- Lighting
- Exterior
- Other _____

* Please note interior improvements are not eligible

Please describe the type of proposed improvements and attached any drawings or graphics:

Please indicate the total estimated cost of your project: _____

Please indicate the total grant amount requested: _____

Please list any loans that you are seeking in connection with this project (include name/type of loan, amount and source or financial institution):

CERTIFICATION:

The undersigned hereby requests and certifies to the best of his/her knowledge and belief that the information contained on this statement and any exhibits or attachments hereto are true and complete and accurately describe the proposed project, and the undersigned agrees to promptly inform the Reading Economic Development Committee of any changes in the proposed project which may occur.

Signature of Owner

Date

Signature of Owner (if more than one owner)

Date

Signature of Commercial Tenant (if Applicant)

Date

Please return form via email to the Community Services Department at Town Hall, 16 Lowell Street, Reading MA, or email to Staff Planner Jessie Wilson at jwilson@ci.reading.ma.us