



Business Façade Improvement Program

Application

Business Façade Improvement Program



Application Checklist

- ___ Reviewed design guidelines
- ___ Completed Application form and required documents attached
- ___ Contract quotes for project
- ___ Building owner authorization

If you are applying as the tenant of a building, please attach a letter of consent from the owners stating that you can make these changes to the building.

Please note: to be eligible to receive a grant, all taxes and fees must be paid, and accounts be in order, including:

- ___ Property taxes
 - ___ Utility (water/sewer fees)
 - ___ Business license fees
-

Questions?

Email or call the Village of Clinton:

Tel: 250-459-2261

Email: cao@village.clinton.bc.ca

Business Façade Improvement Program



Application Form

Applicant

Last Name: _____ First Name: _____

Name of Business: _____

Address: _____

Mailing Address: _____

Phone Number: _____ Cell: _____

Email: _____

Applicant: Property Owner Business Owner

Business Property Information

Address: _____

Legal Description: _____

PID: _____

Owner

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent form the owners stating that you can make these changes to the building.

Last Name: _____ First Name: _____

Address: _____ City: _____

Postal Code: _____ Tel: _____

Email: _____ Cell: _____

I understand that my submission of an application does not constitute a guarantee for funding under the Business Façade Improvement Program and disbursement of funds is entirely at the discretion of the Village. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed in accordance with the terms and conditions of the Agreement entered into with the Village of Clinton.

Applicant Signature

Date

Business Façade Improvement Program



Project Description

Description of Proposed Project

Attach required documents to application

- Photos of existing conditions
 - Detailed specifications and associated costs
 - Technical and to scale drawings
 - Materials and colour samples
 - Brief description of the project (100 to 300-word summary)
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Cost Estimate of Eligible Improvements

Material Cost: _____

Labour Cost: _____

Grant Requested: _____ (maximum grant \$5000)

Approximate start date: _____ Approximate completion date: _____

Required permits: _____

Please note that your façade improvement may require a development, building or sign permit to be completed. If you have questions about which permits may be needed, please contact the Village of Clinton for assistance.

Building Information

Number of floors: _____

Total square feet: _____

Current use:	<input type="checkbox"/>	Retail	<input type="checkbox"/>	Office
	<input type="checkbox"/>	Residential	<input type="checkbox"/>	Restaurant
	<input type="checkbox"/>	Mixed Use	<input type="checkbox"/>	Other Commercial

Note: Information collected in this application form is confidential. It will be collected for administering the Business Façade Improvement Program and to maintain communication as necessary. However, that the business name and location of the building and façade improvement designs may be released to the public and the media if the applicant is successfully awarded a grant under this program.