



Facade Improvement Program Application Form

Name of Applicant _____
Address of Business _____
Phone number _____ Fax _____
E-mail address _____
Type of business _____
Applicant is the ___ Property Owner ___ Business Owner ___ Other _____

How long has the business been at the current location? _____
When does your current lease expire? _____
Property owner s name (if different from applicant) _____

Property owner s address _____
Property owners phone number _____

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Facade Improvements

Please describe the proposed improvement to the property. Include two color photographs showing the existing building conditions. If you have any additional building information, such as measured plans or site plans or architectural documentation for improvements, such as plans, sketches or construction costs, please include them with your application.

Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint, etc.):

Proposed project budget _____

Desired completion date _____

How much funding assistance are you requesting? _____

Signature of applicant _____

Date _____

The following must accompany this application: two color photographs that show existing building conditions; detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); and three (3) bids on contractor letterhead. Applicants are encouraged to hire minority, women-owned, emerging small business (MWESB) certified contractors.

**Return application to: Michigan City Mainstreet Association, c/o Jan Kostielney, Director,
P O Box 442, Michigan City, IN 46360. Direct questions to info@mcmainstreet.com or by phone
to 219/363-1407.**

Michigan City Mainstreet Association's Facade Improvement Program

General Conditions (place your initials in each box to indicate agreement/understanding)

- It is expressly understood and agreed that the applicant is not an agent, servant, employee, or sub-contractor of the Michigan City Mainstreet Association, the City of Michigan City, the Michigan City Chamber of Commerce, the Michigan City Economic Development Corporation, Michigan City's Redevelopment Commission or Historic Review Board, nor Horizon Bank.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, build codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that the applicant will not seek to hold the Michigan City Mainstreet Association, the City of Michigan City, the Michigan City Chamber of Commerce, the Michigan City Economic Development Corporation, Michigan City Redevelopment Commission, Michigan City Historic Review Board, nor Horizon Bank and/or their agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Facade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Facade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.
- The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.
- The applicant authorizes the Michigan City Mainstreet Association to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Michigan City Mainstreet Association printed materials, online/emailed newsletters, website and press releases.
- The applicant understands that the Michigan City Mainstreet Association reserves the right to make changes in conditions of the Facade Improvement Program as it deems necessary.

Signature of applicant _____

Date _____

If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.

As owner of the property at _____, I have reviewed the above application and authorize the operator of _____ at said address to perform the facade improvements described above as part of the Michigan City Mainstreet Association's Facade Improvement Program.

Signature of property owner or authorized representative
