



# **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

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### Questions?

Email [cdc@cachecreek.ca](mailto:cdc@cachecreek.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

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### **Business Property Information**

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

PID: \_\_\_\_\_

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### **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: \_\_\_\_\_

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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 Cache Creek.

\_\_\_\_\_

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 Cache Creek for assistance.

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### Building Information

Number of floors: \_\_\_\_\_

Total square feet: \_\_\_\_\_

Current use:    \_\_\_    Retail                                    \_\_\_    Office  
                     \_\_\_    Residential                                    \_\_\_    Restaurant  
                     \_\_\_    Mixed Use                                        \_\_\_    Other Commercial

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**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.