



**CITY OF FORT WORTH
FAÇADE IMPROVEMENT GRANT PROGRAM (FIP) FOR URBAN VILLAGES
PROGRAM APPLICATION**

I. APPLICANT INFORMATION:

Developer/Tenant Name: _____

Address: _____

Telephone Number: _____ E-mail: _____

Agent (if any): _____

Address: _____

Telephone Number: _____ E-mail: _____

PROPERTY OWNER INFORMATION (may be same as above):

Owner Name: _____

Address: _____

Telephone Number: _____ E-mail: _____

Property Owner's or Agent's Signature: _____

If signed by agent, attach written authorization from owner to act on owner's behalf

PROPERTY INFORMATION:

Property Address: _____

Building or Business Name and Use: _____

Property Legal Description: _____

(Lot, Block, Subdivision or Abstract Name and Number)

Tarrant Appraisal District Account Number (8-Digit): _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR CERTIFICATION UNTIL ALL REQUIRED DOCUMENTS SHOWN IN THE CHECKLIST BELOW ARE SUBMITTED. IF ALL REQUIRED DOCUMENTS ARE NOT SUBMITTED WITHIN 30 DAYS AFTER THE APPLICATION IS RECEIVED, THE APPLICATION WILL BE AUTOMATICALLY DENIED. YOU MUST APPLY FOR THE FAÇADE IMPROVEMENT PROGRAM (FIP) BEFORE ANY BUILDING PERMITS ARE ISSUED FOR THE PROPERTY AND BEFORE ANY IMPROVEMENTS ARE MADE TO THE PROPERTY. FUNDING FOR PROJECT WILL ONLY BE SET ASIDE AS LONG AS CONSTRUCTION PERMITS ARE PULLED OR WORK HAS COMMENCED ON THE FACADE WITHIN 180 DAYS OF PROJECT APPROVAL.

1. Total development cost of project improvements: _____

2. Total development cost of eligible improvements*: _____

Please provide project details and amount of capital investment in the following chart:

Items	Amount	Notes
Total:		

* “Eligible improvements” under the FIP means any construction or aesthetic alteration made to the side of the building parallel to the primary right-of-way, and improvements to the interior wall of the façade caused as a result of improvements to the façade, as approved by City staff through the application process.

II. APPLICATION CHECKLIST - Please submit the following documentation:

- A completed application form
- Nonrefundable application fee (\$50)**
- A list of all properties owned by all owners, including principals and partners
- If applicant is owner, copy of the recorded warranty deed, and copy of corporate, partnership or other entity organizational documents showing all principals and partners if property is not owned by an individual
- If applicant is a tenant, copy of the lease
 - Signed letter from property owner authorizing applicant to make proposed improvements
- Photographs of existing conditions
- Detailed explanation of proposed improvements, including renderings, elevations, drawings, etc.
- Construction cost breakdown including total estimated costs of all proposed improvements, and an indication of which costs you anticipate being reimbursed for by the grant
- Proposed timeline for completion of improvements, including commencement date and completion date

III. APPLICANT’S CERTIFICATION:

The Applicant certifies that all information in this application and all information furnished in support of this application is true and complete to the best of the applicant’s knowledge and belief.

Signature: _____ Date: _____

NOTE: Please be advised that application submitted is subject to disclosure under the Open Records Act, and as a result, may become public information within the limits of the law.

Please mail or hand deliver your application to: City of Fort Worth Neighborhood Services Department 100 Fort Worth Trail, Fort Worth, Texas 76102 Tel: (817) 392-7744 or 817-392-7316
