

Storefront and Streetscape Grant Program
APPLICATION



RETURN APPLICATION TO:

Houston Downtown Management District
Retail Development Coordinator
909 Fannin, Suite 1650
Houston, TX 77010

Heather Hinzie
heather@downtowndistrict.org
713-650-3022 ext. 114

Date of Application _____

APPLICANT INFORMATION SUMMARY

Name of business _____

Address of business _____

Contact person _____

Contact person's address _____

Day phone _____ Evening/Cell phone _____

Email _____

Is Applicant

Property Owner?

Business Owner/Lessee?

BUSINESS INFORMATION SUMMARY

Description of business _____

Tax ID # _____

Length and expiration date of lease of business _____

If expiration date less than 2 years, do you intend to renew? _____

Square footage of establishment _____

Days/hours of operation _____

Are all of the business' local, state and federal taxes paid up-to-date?

Yes

No (if no, provide explanation) _____

Does the business have any outstanding City of Houston code violations and/or fines?

No

Yes (if yes, provide explanation) _____

FINANCIAL ASSISTANCE SUMMARY

Total build-out cost _____

Projected time for commencement and completion of improvements _____

CHECKLIST OF ATTACHMENTS

- Completed application
- Color photographs of existing conditions (See following template)
- If the applicant is a lessee, written consent from property owner giving permission to conduct improvements (See following template)
- A written statement of what the project will involve and why improvements are needed or desired.
- Architectural drawings and/or renderings of the improvements, reflecting placement, materials and colors to be used
 - Some minor projects may only require pictures of materials
- At least one detailed proposal from a licensed, bonded contractor reflecting work to be preformed, costs and completion schedule. Any contractor that has submitted a competitive, detailed estimate can be used. Contractors cannot be changed unless new proposals have submitted to HDMD.

CONTRACT ISSUES

By signing below, the applicant acknowledges that he/she has received and read the program guidelines for the HDMD Storefront and Streetscape Improvement Grant Program. The applicant assures that the above information is true and correct and agrees to comply with all City of Houston and State of Texas regulations applicable to this program. The applicant also agrees that in the event of his/her/their breach of any condition or provision, or whenever deemed to be in the interest of HDMD, HDMD and its board of directors has the right to terminate the program agreement.

Signature: _____ Date: _____

Make copies of this page if additional photos are needed to describe your project. Beneath each photograph describe in detail what it represents and what changes are being proposed.



Describe what is represented in the above photograph prior to making the proposed improvements, and what will be installed/changed in same location once the facade project is completed (feel free to use arrows/side columns also):



Describe what is represented in the above photograph prior to making the proposed improvements, and what will be installed/changed in same location once the facade project is completed (feel free to use arrows/side columns also):

If the Applicant does not own the property, the below Owner Consent Form must be completed by the property Owner and submitted with the Application.

OWNER CONSENT FORM

The undersigned owner of the existing building located at: _____
(Address) certifies that _____(Applicant) operates or
intends to operate a business at the above location. The undersigned agrees to permit the
Applicant and his contractors or agents to implement the improvements listed on the Façade
Improvement Grant Program Application (“the Application”) dated _____.

The undersigned hereby waives any claim against the Houston Downtown Management District
 (“HDMD”) arising out of the use of said grant funds for the purposes set forth in the Application.
The undersigned agrees to hold the HDMD harmless for any charges, damages, claims or liens
arising out of the Applicant’s participation in the Storefront and Streetscape Improvement Grant
Program.

In witness whereof, the owner has hereunto set his hand and seal, or if a corporation, has
caused this instrument to be signed in its corporate name by its duly authorized officers and its
seal to be hereunto affixed by authority of its Board of Directors, if a Partnership by its Partners,
if a LLC or LLP, by its Members/Managers, etc. the day and year first above written.

(Company Name) leave blank if Owner is an Individual

By: _____ (Seal)

_____Name

_____Title

By: _____ (Seal)

_____Name

_____Title