

**DOWNTOWN HERITAGE FAÇADE IMPROVEMENT PROGRAM
2012 APPLICATION FORM**



Administered by the Carleton Place BIA
Contact: 613-257-8049 or info@downtowncarletonplace.com
www.downtowncarletonplace.com

Applicant Information

Property Address:

Property Owner:

Names of Tenants:

Mailing Address:

Telephone:

Fax:

Description of Improvements:

Please provide a written description of the proposed improvements. Attach proposed paint chips with a diagram of where colours will be used. For signage attach a design of the new signage. **Applicants must submit designs, quotations and have approval before the work has begun, those who do not follow the protocol may not qualify for reimbursement.**

Work Estimates:

Subject to receiving two or three separate written estimates of work to be provided by a recognized contractor other than the owner. The owner may present an estimate but is required to have at least two prepared by contractors. Grant will be calculated based upon the lowest estimate.

1. **Name of preferred contractor:** _____

Amount: _____

2. **Name of second contractor:** _____

Amount: _____

3. **Name of third contractor
or owner's estimate:** _____

Amount: _____

For office use only, review Committee Considerations:

Application received by:

_____ Date: _____ Time: _____

Confirmation of all eligibility requirements: _____

Amount approved: _____ Payment of Grant: _____

Approval of Carleton Place BIA _____

Heritage Committee _____

Community Member _____

Mayor Wendy LeBlanc _____

NEW INFORMATION REQUIRED

Has this business/property owner applied for Façade Improvement in the past?

**If the answer to the above question is yes, how many times? _____ and
what was the total amount of dollars received? _____**