



Attached to this application are the following documents:

1. Detailed description of the work proposed and justification as to why the request meets the DDA's desired intent of preserving or enhancing the historical character of their building in the downtown district.
2. Detailed cost estimate for the work proposed and the name, address and phone number of the person responsible for the preparation of the estimate.
3. Architectural plans and/or sketches and specifications needed to understand the scope of the work proposed.
4. Color schemes proposed for the exterior improvements, including painting work, brick replacement work, signage, awnings, etc.
5. A description of the long term maintenance plan proposed by the grantee for the building's exterior once the grant funded improvements are completed.
6. List of the Federal, State and Local permits required for the proposed work.
7. For work proposed by a building tenant, property owner's written permission.
8. Copy of certificate of property insurance shall be provided
9. A project timeline or schedule for the proposed improvements

**Applicant Acknowledgement:** I have reviewed the program requirements of City of Pinconning's Downtown Development Authority's BIP Committee Program and I understand that my participation in this grant program is contingent upon my compliance with them. I understand that this is a matching grant program and that the BIP Committee will provide funding on a 50/50 matching basis and that the grant money is provided on a reimbursement basis, following completion of the work and approval by the BIP Committee . I understand that design changes not approved by the BIP Committee prior to their incorporation into the project may result in no grant award for the entire project. I also certify that if I am a tenant of the aforementioned property that I have obtained written approval from the property owner to complete the project improvements.

Date: \_\_\_\_\_, 201\_\_\_\_

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Applicant's Signature

Please Return Application With All Supporting Documentation To:

City of Pinconning DDA  
BIP Application  
PO Box 628  
Pinconning, MI 48650-0628  
TX: 989-879-2360