



FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM

PROJECT APPLICATION

Applicant and Property Information

Applicant name: _____

Mailing address: _____

Telephone: _____

Applicant is a corporation, partnership, proprietorship, or individual

Applicant is a property owner or tenant / lessee
(If tenant, must return Letter of Property Owner Approval.)

Business name:

Type of business:

Property address:

Legal description of property: _____

Project Information

Description of eligible improvements:

Requested grant amount: \$ _____

Contract name(s) and telephone(s):

Contractor Located within the City Limits of Balch Springs?

Yes _____ No _____

Estimated start date of construction: _____

Estimated completion date of construction: _____

Description of improvements to property not eligible for grant funding:

Describe source of matching funds:

I have read the **Façade** & Infrastructure Improvement Program description and agree to all terms contained therein, including compliance with all applicable city, state, and Federal codes and the one (1) year maintenance requirement.

Applicant (signature): _____ Date: _____

Attachments

- Photographs of structure showing existing facades
- Project budget form
- Written bids for work to be completed (minimum three (3) required)
- Commitment to Maintenance form
- Letter of property owner approval (if necessary)
- Drawings or renderings that illustrate improvements (if available)
- Other supporting plans or illustrations of improvements (if available)

Only complete applications may be considered for approval. Applications should be delivered to the Balch Springs Economic Development Corporation office at 13503 Alexander Rd. Balch Springs, Texas 75181. See program description for application deadline(s).

BALCH SPRINGS

**ECONOMIC DEVELOPMENT CORPORATION
FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM**

PROJECT BUDGET

Applicant (print): _____

Name of business: _____

Property address: _____

Proposed Budget

Materials costs: \$ _____
(Provide estimate of quantities, unit costs, and total costs.)

Labor costs: \$ _____

Total project budget: \$ _____

Requested grant amount: \$ _____

Attach written bids from three (3) contractors:

1. (Contractor Name) _____ (Telephone) _____

2. (Contractor Name) _____ (Telephone) _____

3. (Contractor Name) _____ (Telephone) _____

Applicant (signature): _____	Date: _____
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COMMITMENT TO MAINTENANCE

I, the undersigned, acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state, and Federal codes for a period of no less than one (1) year after completion. The City of Balch Springs reserves the right to make periodic inspections of the project during construction and after completion to ensure compliance with applicable codes.

Applicant (print): _____

Business name: _____

Property address: _____

Mailing address: _____

Telephone number: _____

Applicant (signature): _____ Date: _____

State of Texas §
County of _____ §

This instrument was acknowledged before me on the ____ day of _____, by _____, applicant, with regard to the real property commonly known as _____, in Balch Springs, Texas.

_____,
Notary Public in and for the State of Texas. My Commission expires: _____, 20__.

**BALCH SPRINGS
ECONOMIC DEVELOPMENT CORPORATION
FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM**

LETTER OF PROPERTY OWNER APPROVAL

This letter is to serve as permission for the tenant listed below to submit an application to and participate in the **Façade** Improvement Program, with Balch Springs Economic Development Corporation, a grant program to fund certain exterior improvements to existing commercial structures as described in the program description. I, the undersigned property owner, certify that I am the legal owner of the property listed below. Additionally, I confirm that the tenant currently holds a lease with me to occupy the property.

Furthermore, I acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state, and Federal codes.

Property owner (print): _____

Property address: _____

Mailing address: _____

Telephone number: _____

Tenant name (print): _____

Business name: _____

Current lease valid through: _____

Applicant (signature): _____ Date: _____

State of Texas §
County of _____ §
This instrument was acknowledged
before me on the ____ day of
_____, by
_____, owner of
the real property commonly known as
_____, in Balch
Springs, Texas.

Notary Public in and for the State of
Texas. My Commission expires:
_____, 20__.