



## DOWNTOWN DEVELOPMENT AUTHORITY

### FAÇADE LOAN PROGRAM Applicant Checklist

- Meet with the City Manager to discuss the Façade Loan Program and to pick up and review application materials and design guidelines.
- Choose your architect and meet to discuss proposed project.
- Complete design drawings and/or description of the project. Plans must comply with current design guidelines included in the packet.
- Submit completed application along with all attachments to the City Manager.
- Submit financial commitment letter from your commercial lender to the City Manager.
- The City Manager will notify applicant when the project will be presented to the DDA Board. Applicant must attend.
- DDA and City Council will approve project and forward financial stipulations and arrangements to applicant.
- Applicant must submit, sign and return financial approval paperwork included in this packet.
- Project must be started within \_\_\_ months of issuance of permit and must be completed within six months after the beginning of construction.
- Notify City Manager of any changes before changes occur. Written approval must be received before project can continue. If you pursue changes without approval, you will be disqualified from the program and will forfeit your right to reimbursement.
- Inform City Manager when project is complete. Arrange for final inspection through Building Department, if necessary.
- Loan will be disbursed within after the project has been completed.