

Property Improvement Program Residential Application Town of Clarksville, Indiana



IT BEGINS HERE!

Date of Application:

Applicant Name(s):

Applicant Phone Number:

Applicant Email Address

Project Address:

When did you acquire this property?

Please note: Property must be your primary residence, rental or secondary properties are not eligible for funding.

Project Scope (Describe the improvements you would like to make. Attach additional pages as needed.)

Total Anticipated Project Costs: \$ _____

I hereby make application to the Town of Clarksville's Property Improvement Program to potentially receive an improvement grant for a qualifying project. I understand that my request must first be approved by the Town of Clarksville and that it must conform to established design guidelines as well as specific design recommendations of the Town of Clarksville. I understand that I am responsible for ensuring that all work meets applicable building codes and requirements. I understand that the Town of Clarksville will not be held liable for any damages, injuries, or deaths that may occur during the construction of projects partially or wholly funded by this program. I understand that I am responsible for providing and verifying insurance for all property, liability, and construction work occurring on this site. I hereby state that I do not have any pending arrests or warrants. In addition, I attest there are no liens on this particular property. I verify that I have not received funding through this program in the past three years for any properties. I verify that I am not a full-time Town of Clarksville employee, a member of the Town Council, and am not currently running for Town Council. I also verify that I do not live with a full-time Town of Clarksville employee, member of Town Council, or anyone currently running for Town Council. I agree that I will not mail or email copies of personal information. I understand I may have to pay necessary permit fees.

Applicant Signature

Date

Return or mail this completed form, appropriate exhibits/requirements (see following page), and two photos of the current structure/s to:

Town of Clarksville
2000 Broadway, suite 208
Clarksville, IN 47129
ATTN: Redevelopment Dept

If you have any questions, please call (812) 283-1404

Open M-F 8:30a to 4:30pm

Property Improvement Program – Required Exhibits and Documentation for Residential Applicants

Exhibits/requirements at time of application

At least two current photos of structure (mandatory), and historic photos (if available)

Any plans, designs, or drawings of proposed project (if available)

Exhibits/requirements prior to execution of the agreement

Project schedule/timeline

2 (or more) bids from qualified contractors for all project elements over \$1,000

For major façade alterations – building and construction details, and signed and sealed engineering or architectural drawings as appropriate

Cost summary, listing each component of your budget

Exhibits/requirements prior to starting work

Final approval from permitting departments

Exhibits/requirements for payment at project completion

Copy of all contracts

Copy of all invoices and evidence of payment

Inspection and approval