

Property Improvement Program
Commercial Application
Town of Clarksville, Indiana



IT BEGINS HERE!

Date of Application: _____

Applicant Name(s): _____

Applicant Phone Number: _____

Project Address: _____

Business/Tenant Name (if applicable) _____

Lease Expiration Date (if applicable): _____

Applicant is (Check one): _____ Building Owner _____ Business Owner (*see below*)

(Applicants who are business owners/tenants, please provide a letter from the building owner granting permission for undertaking proposed improvements to the building. You may continue filling out this application, but the building owner will have to serve as the main applicant for this project and will have to be deemed eligible for funding separately)

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

Total Anticipated Budget: \$ _____

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 proposal 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 two years for any properties. I verify that I am not directly related (parent, sibling, or child) to any full-time Town of Clarksville employees, members of Town Council, or candidates running for Town Council. I understand I may have to pay necessary permit fees and, if awarded, will have to pay a \$100 application fee to Planning and Zoning to receive grant funding through this program.

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 - Kevin Baity

If you have any questions, please call (812) 283-1404 Open M-F 8:30a to 4:30pm

Property Improvement Program – Required Exhibits/Documentation for Commercial Applicants

Exhibits required at time of application

Current and (where available) historic photos of the structure

3 sets of conceptual drawings of the proposed work, to scale

For signs – color rendering of the design, specifications as to size and how the sign will be attached to the building and where

For awnings – color, size, material and style of awning; where it will be placed, and how

For painting – color scheme for the overall facade

Exhibits required prior to execution of the agreement

Project schedule/timeline

At least two bids from qualified contractors for project elements over \$5,000; and three or more bids for project elements costing \$10,000 or more

For major building 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

Evidence of building permits and, where needed, a Certificate of Appropriateness; Assurance that alterations to the building incorporate federal requirements, including the Americans with Disabilities Act

Exhibits/requirements for payment at project completion

Copy of all contracts

Copy of all invoices and evidence of payment

Final waivers of any liens

Final inspection and approval