

Main Street Hanover - Downtown Improvement Program – Façade Grant

Name of Applicant: _____ Application Date: _____

Phone Number: Work: _____ Personal: _____

Address of Building: _____

Applicant Mailing Address (if different than bldg. address): _____

Name and Type of Business: _____

Business Owner Name (if different than applicant): _____

Property Owner Information (if different from Applicant)

Property Owner: _____ Phone Number: _____

Owner Mailing Address: _____

Proposed Improvements (check that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Signage | <input type="checkbox"/> Storefront Re-design |
| <input type="checkbox"/> Displaying Lighting | <input type="checkbox"/> Painting | <input type="checkbox"/> Exterior Woodwork |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Maintenance/Upkeep |
| <input type="checkbox"/> Improvements to entrances | <input type="checkbox"/> Masonry Repairs/Re-pointing | <input type="checkbox"/> Landscaping Elements |
| <input type="checkbox"/> Other: _____ | | |

Describe the scope and purpose of the work to be done: _____

Cost Estimate: \$ _____

Grant Request (50% of cost up to \$5,000): \$ _____

How will the remaining cost of the project be funded? Please explain:

I understand that the project will not be considered if the work has been done or begins before the application is approved.

Applicant's Signature: _____ **Date:** _____

Property Owner's Signature (if different than applicant): _____ **Date:** _____

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Property Address: _____

Applicants Tax ID #: _____

Work will be done by: _____

Address: _____

Phone: _____

Cost estimates: *Must provide 3 quotes

Quote provided by: _____ \$ _____

Quote provided by: _____ \$ _____

Quote provided by: _____ \$ _____

Borough Permit:

Applied and approved Building Permit Sign Permit

Approved on: ___/___/_____

Copy enclosed

Estimated Timeframe:

Starting Date: _____ Completion Date: _____

Statement of Understanding:

- I agree to comply with the guidelines and procedures of Main Street Hanover’s Downtown Design Guidelines.
- I understand that I must pay for the full cost of the work on my own, and will be receiving the grant after the project has been completed and reimbursement submitted to the state.
- I understand that I must submit the necessary documentation, found on page 3, upon completion of project in order to be reimbursed.
- I understand that work done before approval of the grant by the grant review committee will not be eligible for reimbursement.
- I understand that the Façade Improvement grant is subject to taxation.
- I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibit here-with submitted are true and correct to the best of my knowledge. The applicant and property owner invites MSH to make all reasonable inspections, investigation and take pictures of the property during this project timeframe. I authorize the use of any pictures taken by MSH. I agree to displaying signage indicating grant funding provided by DCED and MSH.
- I also understand that in order for my request for funds to be approved, I must agree to work with and follow the recommenda-tions of the grant review committee.

Applicant’s Signature: _____ **Date:** _____

Property Owner’s Signature (if different than applicant): _____ **Date:** _____

Property Owner Name (please print): _____

Committee Approval Section to be completed by Main Street Hanover

Main Street Director Signature: _____

Date of Application Approval: _____

Application Checklist - the following items must be included in the application in order for it to be considered complete.

- Digital Photos of the property façade in its existing condition
- Design Plans - detailed drawings, plans, or renderings of proposed work.
- Cost Estimates from the contractor/business to be completing work - include estimates for all contractors working on the project.
 - Three (3) estimates required for each applicant
- Agreement of costs that was quoted –signed by vendor and property owner.
- Vendor justification—statement as to how and why the vendor was selected to do the work on the project
- Confirmation that Borough Permits were applied for (if required) and approved.
- Proof of Liability Insurance - contractor must provide proof of insurance holding the applicant harmless.
- \$50 check made payable to Main Street Hanover for processing the application (must be received with completed application)

Documentation Required for Reimbursement: - To be provided upon completion of project. Please make sure to maintain these documents throughout the project.

- Copy of paid receipts or invoices with vendor stating payment has been paid in full and project is complete.
- Copy of deposited check used in payment of invoice
- Digital Photos of work in progress and completed project

Borough of Hanover Permit Information

Projects that require Borough Permits include but are not limited to any work that will materially change, renew or enlarge an existing building. Includes: signage changes, awnings, anything overhanging the public right-of-way (sidewalk). It is best to call and confirm if the work you are proposing requires a permit.

Links:

Borough of Hanover Codes and Zoning: <https://www.hanoverboroughpa.gov/258/Codes-Permitting>

Call for questions: 717-637-3877 Hours: Monday - Friday 8:00 AM to 4:30 PM

All items can be submitted electronically to jtrucksess@mainstreethanover.org or provided via thumb drive or hard copy in person to Main Street Hanover/Chamber Office - 146 Carlisle Street, Hanover, PA 17331