



Facade Improvement Application

The Wilkinsburg Community Development Corporation (WCDC) is pleased to have funding available for facade improvements of commercial buildings. Applicants within the Central Business District as outlined in the Wilkinsburg Borough's Business District Revitalization Plan will be given priority.

Fund requests up to \$5,000 will be considered. An application fee of \$100 is required and will be refunded if your application is not chosen for funding. Checks should be made payable to the Wilkinsburg Community Development Corporation.

Applicants should complete this form and return it to the WCDC office, 1001 Wood Street. Electronic submissions can be sent to: Jennifer@wilkinsburgcdc.org

APPLICANT INFORMATION

Name of Applicant: _____ Application Date: _____

Telephone: Work: _____ Home: _____ Cell: _____

Applicant Mailing Address: _____

Address of Building: _____

Name and Type of Business: _____

Federal Tax ID or Social Security Number: _____

PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Owner: _____ Telephone: _____

Owner Mailing Address: _____

Proposed Improvements (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Canopy/Awnings | <input type="checkbox"/> Landscaping Elements | <input type="checkbox"/> Security Gates |
| <input type="checkbox"/> Display Lighting | <input type="checkbox"/> Painting | <input type="checkbox"/> Tuck pointing/Masonry Repairs |
| <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Restoration of Architectural Features | <input type="checkbox"/> Windows/Doors |
| <input type="checkbox"/> Improvements to entrances | <input type="checkbox"/> Signage | <input type="checkbox"/> Window Boxes-Permanent Planter |
| <input type="checkbox"/> Other (please specify) _____ | | |

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

Preliminary Cost Estimate: \$ _____ WCDC Grant Request: \$ _____

The WCDC reimburses you once you have paid contractors and the work is completed according to the agreed upon improvements.

NOTE: DO NOT START ANY IMPROVEMENTS UNTIL YOU HAVE BEEN NOTIFIED THAT YOUR GRANT HAS BEEN APPROVED BY THE FAÇADE IMPROVEMENT PROGRAM COMMITTEE.

Permits must be obtained for improvements as necessary. Improvements may require approval from the Wilkesburg Community and Civic Arts Commission and should be obtained before work commences if applicable.

Statement of Understanding:

- A. I agree to comply with the guidelines and procedures of the Wilkesburg Community Development Façade Improvement Program.
- B. I understand that I must submit detailed cost documentation, copies of bids, contracts, invoices, receipts and contractor’s final waiver of lien upon completion of the approved improvements.
- C. I understand that work done before approval of the grant and receipt by the WCDC of a signed Participation and Maintenance Agreements are not eligible for reimbursement.
- D. I understand the Façade Improvement grant is subject to taxation and that the WCDC is required to report the amount and recipient of said grants to the Internal Revenue Service.

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibit herewith submitted are true and correct to the best of my knowledge. The owner invites the WCDC to make all reasonable inspections, investigations and take pictures of the subject property during the process period associated with this application. I authorize the use of any pictures taken by the WCDC.

I also understand that in order for my request for funds to be approved, I must agree to work with and follow the recommendations of the Façade Improvement Program Committee and before starting any work following approval of this application, I must complete and sign a Façade Grant Program Agreement.

Signature of Applicant Date

Signature of Applicant Date

The following items must be attached to this application in order for it to be considered complete:

- \$100 Application Fee (refundable if your application is not approved)
- Drawings of proposed improvements
- Cost estimates or bids - consideration should be given to vendors currently doing business in Wilkesburg. This must include any estimates for architectural or design services, if applicable.
- If applicant is a tenant, completed “Property Owner Authorization” Form
- Projected timeline for completion, not to exceed 6 months

Complete Application packets may be submitted to:
Wilkesburg Community Development Corporation
Attn: Façade Improvement Program
1001 Wood Street
Wilkesburg, PA 15221

Complete Application packets may also be submitted electronically to:
[**jennifer@wilkesburgcdc.org**](mailto:jennifer@wilkesburgcdc.org)