



# Commercial Façade Improvement Program

Application

Applicant Name		Applicant Title	
Applicant Phone		Applicant Email	
Applicant Mailing Address			
Applicant Relationship to Business			
Business Name		Business Phone	
Age of Building		UBI Number	
Project Physical Address			
Project Cost	\$	Amount Requested	\$
Amount of funding requested may not exceed 50% of project cost, and the maximum grant reimbursement is \$20,000.00 per enclosed unit (see graphic within guidelines and procedures document).			
Is the property owner different than the business owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete section in yellow below)		
Owner Name		Property Manager	
Owner Phone		Owner Email	
Owner Mailing Address			
Have you obtained permission to complete this project from the property owner?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
1) Have you used this program before?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete section 1a)		
1a) For what purpose or project did you use this program in the past? Please indicate the year utilized, and the funding amount you received. Attach one photo of the completed project to this application.			
2) Provide a brief description of the proposed improvements and note how you believe they will enhance the area surrounding your business. Attach a photo, rendering, or sketch of the proposed improvement to this application. Attach additional pages as necessary.			
3) Will the project require any permits?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete section 3a)		
3a) Please indicate which permits you may need to obtain.			
<input type="checkbox"/> City of Richland Building Permits	<input type="checkbox"/> City of Richland Right-of-Way Permits		
<input type="checkbox"/> City of Richland Sewer/Water Permits	<input type="checkbox"/> Washington State Liquor Licensing		
4) Have you consulted with Richland Development Services?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4a) If yes, which building division official did you speak with? If no, please email <a href="mailto:building@ci.richland.wa.us">building@ci.richland.wa.us</a> to set a consultation appointment.			

5) Can the project be completed within 12 months? Please explain.

**Revenue (Attach additional pages as necessary)**

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

**Expenses (Attach additional pages as necessary)**

Source	Amount
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$</b>

You may use additional pages if necessary to complete the application. Please attach any additional information about the project or your organization that you believe is relevant to this application.

**Application Requirements**

Please check the box beside each item to note that you have met that requirement.

✓	Requirements for Submittal
<input type="checkbox"/>	The business applicant has a current Richland Business License
<input type="checkbox"/>	The applicant has available funds to complete the project before requesting reimbursement from the City
<input type="checkbox"/>	The project complies with Richland Municipal Code and all applicable building and life safety codes
<input type="checkbox"/>	The project improvements are clearly visible to the general public
<input type="checkbox"/>	The reimbursement request is no more than 50% of total project cost
<input type="checkbox"/>	The project requests reimbursement of no more than \$20,000 per enclosed unit in this application
<input type="checkbox"/>	The project is well designed, and the applicant provided a sketch or rendering of the proposal
<input type="checkbox"/>	The project is permanent and long lasting
<input type="checkbox"/>	The applicant provided <b>two (2)</b> estimates for the project

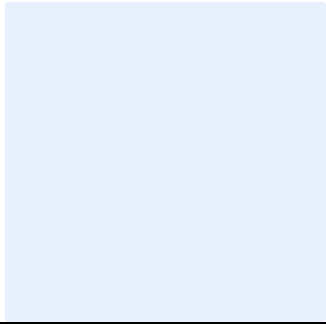
### Application Review Criteria

In order to encourage applicants to incorporate multiple improvements into a given project, it is recommended that all projects submitted attempt to ***fulfill some or all of the criteria listed below***. It is not required that a project fulfill each criterion, but projects that fulfill multiple criteria will be looked upon more favorably. The Economic Development Committee reserves the right to reject or table applications for further review if they do not meet the criteria described.

✓	CRITERIA CONSIDERED
<b>Physical</b>	
<input type="checkbox"/>	The project enhances the building and surrounding neighborhood
<input type="checkbox"/>	The project enhances existing historical or architectural features
<input type="checkbox"/>	The project is designed in consistency with the surrounding area
<input type="checkbox"/>	The project enhances the immediate common area shared by two or more businesses
<input type="checkbox"/>	The project is decorative and/or artfully designed in compatibility with its surrounding area
<input type="checkbox"/>	The project improvements replace existing aging or decaying exterior appurtenances
<b>Programmatic Goals</b>	
<input type="checkbox"/>	<b>The project clusters two or more on-site improvements</b>
<input type="checkbox"/>	It is the first application awarded at the project site
<input type="checkbox"/>	The improvements are in an area identified as a priority funding area
<input type="checkbox"/>	The project narrative describes the project's positive economic impact on the business
<b>Relationship Building</b>	
<input type="checkbox"/>	The project encourages favorable aesthetics in a shopping strip or center with adjacent retail/commercial vacancies
<input type="checkbox"/>	The project is performed in tandem with another demonstrated economic development effort in the immediate area, or is made by two or more adjacent businesses

By signing below, you are affirming that you:

- Have read the **Commercial Facade Improvement Program Guidelines and Procedures** document
- Are aware of the limitations of this program
- Certify that requested funds will only be used for purposes as described in this application and/or as approved by the City of Richland
- You understand that use of funds is subject to audit by the State of Washington
- Will submit, if approved for award, a detailed project schedule and updated budget within 30 days of receipt of a fully executed contract



Signature

Click or tap here to enter text.

Printed Name

Click or tap here to enter text.

Date

### Application Submittal

Applications completed digitally:

- Applications that were completed digitally may be saved and sent via email to [info@richlandbusiness.com](mailto:info@richlandbusiness.com)
- Save your application with a different file name than the original
- Attach any accompanying documentation as a separate attachment, saved as a PDF or JPG

Applications completed handwritten:

- Applications that are handwritten may be sent via email, dropped off, or mailed
- If sent via email, please legibly scan your document as a PDF
- If dropped off, bring to 625 Swift Blvd. in Richland: Attn: Mandy Wallner
- If mailed, mail to:

Richland BEDO  
Attn: Mandy Wallner, Economic Development  
625 Swift Boulevard, MS-18  
Richland, WA 99352