



Essex Façade Improvement Grant Application

INSTRUCTIONS: Applicants must complete the form below and provide all information and documents requested. Incomplete applications will be returned. Any items which do not apply to your project should be marked "N/A".

Applications must be submitted by Friday, March 31, 2023, at 5:00 PM.

HAVE QUESTIONS? NEED ASSISTANCE COMPLETING THE APPLICATION?

Contact Director, Essex Development Initiative at chrissy.erb@chesapeakechamber.org or 443-317-8763 x102.

APPLICATIONS CAN BE COMPLETED ONLINE AT <https://form.jotform.com/230467740127050> OR

PRINTED AND SUBMITTED IN-PERSON BY APPOINTMENT TO:

Essex Façade Improvement Program
C/O: Chesapeake Gateway Chamber of Commerce
415 Williams Court, Suite 102
Baltimore, MD 21220

Business/Non-profit Information

Legal Name of Business/Non-profit: _____

Trade Name/DBA (if different than above): _____

Business/Non-profit Tax ID Number: _____

Business Owner/Non-Profit Leader Name: _____

Business Owner/Non-profit Leader Phone Number: _____

Business Owner/Non-Profit Leader Email: _____

Business/Non-profit Address: _____

Applicant Information

(If different than Business Owner/Non-profit Leader)

Applicant Name: _____

Applicant Title/Position in Business/Non-profit: _____

Applicant Phone Number: _____

Applicant Email Address: _____



Project Details

Project Description: Provide a short description of the improvements you plan to make (up to 200 words).

Total Project Cost: _____

Amount Requested from Essex Façade Improvement Grant: _____ Amount Covered by Other Sources (if applicable): _____

Indicate source/s of any additional funding needed to complete this project (if applicable): _____

Estimated Project Start Date: _____ Estimated Project Completion Date: _____

Required Documents

The following documents/paperwork must be submitted with the application:

- PHOTOGRAPHS: Attach photographs of the existing property showing the area where proposed improvements will be made.
- DRAWINGS: Attach elevation drawings or sketches of the proposed improvements, or project improvement mockups.
- CONTRACT BIDS/ESTIMATES: Attach two (2) itemized estimates for proposed work by licensed and insured contractors.
- MATERIALS: Attach list of the types of building materials to be used for the improvements, and proposed colors.
- CERTIFICATE OF INSURANCE: Attach a current copy of your Business's/Non-profit's Certificate of Insurance.
- LETTER OF PERMISSION (if applicable): If Business Owner/Non-profit Leader and property owner are different, provide a signed Letter of Permission from property owner. (Sample Letter is available by contacting Director, Essex Development Initiative.)

Applicant Certification

I/we certify that all information provided in this application is accurate and that I/we will complete the Essex Façade Improvement Grant in accordance with plans approved by Baltimore County Department of Planning. I/we will begin construction on improvements ONLY AFTER the application has been reviewed and approved by both the Façade Improvement Committee and the Baltimore County Design Review Panel (Department of Planning). Upon notification that the project is approved, I/we will sign a Participation Agreement authorizing the Chesapeake Gateway Chamber of Commerce to encumber funds for my/our project and stipulating that I/we will abide by all program requirements. I/we further agree, upon completion of the façade improvements, to maintain the completed project. I/we understand there will be no alterations made to the completed work for a period of two (2) years without approval from the Chesapeake Gateway Chamber of Commerce.

Applicant Signature: _____ Date: _____