

City of Minot

Economic Development Division

Application for City of Minot Façade Improvement Program

Office Address: 1025 31st St SE
 Mailing Address: PO Box 5006
 Minot, ND 58702
 Email: jonathan.rosenthal@minotnd.org
 (701) 420-4524

APPLICANT INFORMATION

Building Owner	Address	Primary Contact?
Phone	Email	
Applicant (if different)	Address	Primary Contact?
Phone	Email	
Is the applicant a subsidiary or direct/indirect affiliate of any other organization? Yes No		

GENERAL INFORMATION

Building Address	Property Zoning
Year building was built and (approximate) dates of any exterior changes?	
Is the property currently occupied? Yes No	
If no, what is the current use of the property?	
Please list each occupant of the facility in question, together with a description of the business use, their percentage of occupancy of the facility to be financed, and include a copy of their lease.	

Occupant 1 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
Occupant 2 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs
Occupant 3 Business Type	%Occupancy	Lease Term	Current Jobs	Proposed Jobs

ADDITIONAL PROPERTY OWNER INFORMATION: list all additional property owners below

Additional Property Owner 1	Address
Phone	% Ownership
Additional Property Owner 2	Address
Phone	% Ownership
Does any individual person or organization not listed above hold any interest in the property, directly or indirectly? Yes No	

REQUIRED SUBMISSION MATERIALS

- Letter from licensed roofing contractor, architect, or engineer of 10-year roof life (with Photos)
- Proof of ownership and legal description
- Submit clear 5 X 7 inch photo(s) or digital images by email (preferred) of the entire façade, including separate photos of any details to be repaired, removed, etc.
- Submit/attach a copy of Minot Assessors Property Card
- Submit copies of any historic photos or blueprints of the property (electronic preferred or 5 X 7 or larger)
- Drawings of existing façade, if available. Walk through examination with the staff
- Drawings of proposed façade changes. (Conceptual Drawings or Plans of Proposed Work)

PROVIDE DESCRIPTION OF THE ORIGINAL FAÇADE (Materials, width and height, windows, year, style, design)

(Please ask your designer staff for some help if you need any advice)

PROVIDE DESCRIPTION OF RENOVATED FAÇADE (Materials, width and height, windows, year, design)

(Please ask your designer staff for some help if you need any advice) (You may wish to consult an architect or design professional)

WORK TO BE PERFORMED (May submit on a separate sheet)	Estimated Cost
Design work	
Removal of inappropriate materials and other demos	
Repair or Replacement of display windows with	
Repair or Replacement of 2 nd Floor and above façade windows (please talk to staff about this in advance)	
Installation of interior/exterior storm windows	
Repair or Replacement of doors with	
Cleaning of masonry (NO Sand or abrasive blasting)	
Repoint, Tuck Point Masonry	
Replacement of Masonry (if necessary)	
Repair or replacement of cornices or other decorative elements)	
Improvement of INTERIOR display windows (must include lighting, consider timer)	
Installation/repair of retractable or fixed awnings	
Building, planning, and encroachment fees (if required)	
Installation of sign lighting	
Installation of exterior lighting	
Repair of ornamental elements	
Other (list or attach)	
Contingency for demolition/hidden changes not to exceed 7%	
	Total Cost

AMOUNT AND SOURCE OF OTHER FUNDS INVOLVED IN PROJECT

Applicant Amount _____

Bank Amount _____

Equity/Investors Amount _____

Other Amount _____

Expected City Contribution _____

BID INFORMATION ON SEPARATE PAGES

DO NOT OBTAIN OR SUBMIT BID PAGES TO CITY STAFF WITHOUT A FINAL DESIGN APPROVED BY STAFF AND THE RENAISSANCE ZONE REVIEW BOARD

List of three contractors bids for complete bid (Attach bids or written requests for bids)

LOW	1	_____	_____
MID	2	_____	_____
HIGH	3	_____	_____

PUBLIC INFORMATION DISCLOSURE

Written permission from the property owner to apply and perform work (Name) _____

Attach written permission to this application (corporate authorization if needed)

I attest that the information that I provide herein is true, complete and accurate and that I am authorized to submit an application as, or on behalf of, the owner. I have read, I understand, and I agree to comply with all requirements of the Façade Improvement Program and the Design Standards.

Signed

Date

The applicant affirms that there are no taxes owed on the property or other properties in the City of Minot, and that there are no outstanding fees, judgments, or liens.

Signed

Date

The undersigned understands and agrees that all information furnished in connection with their application for the Façade Improvement Grant involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the State of North Dakota

Applicant's Signature

Date

The undersigned attests that they have read and understood the Façade Program application, guidelines, policies, and all related materials and agrees that facing unknown structural and cosmetic repairs are inherent in the renovation process and that amendments for costs up to the maximum notwithstanding, that the applicant(s) will be responsible to complete work according to all guidelines and for overages that occur above that committed by contract to the project as estimated at the time of approval. Before work can begin, the applicant will schedule an on-site meeting with the general contractor and the Economic Development Administrator or the city's representative.

Applicant's Signature Date

Review/Approval by Renaissance Zone Review Committee	Yes	No	Date:
On-Site: ALL Floors	Date:		
Design Review	Date:		
On-Site: Upper Story Evaluation	Date:		