

City of Youngstown Façade Renovation Program

NOTE: NO PROJECT MAY BEGIN UNTIL APPROVAL LETTER IS SENT FROM DEPARTMENT OF COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT.

1. Complete the Façade Renovation Program Application.
2. Attach all cost estimates and a check for **\$350.00 made payable to: City of Youngstown, Department of Finance.**
3. Include a picture of the existing facade with your application
4. Submit all of the above to: **Department of Community Planning and Economic Development, 20 West Federal Street – Suite 602, Youngstown, Ohio 44503**

Eligible program costs include all exterior renovations (i.e. signage, lighting, landscaping, re-facing, painting, etc.) **Paving and Roofing are ineligible costs.**

Applicant must secure financing up front for funding the total project cost. Source of these funds may vary, i.e., public/private funds, personal investment, etc.

Up to 40% of the total project cost will be reimbursed by the City **upon project completion** and all City approvals. Maximum amount of reimbursement is \$20,000.00.

The 40% reimbursed by the City will initially be considered a loan. It will then be phased out over a five year period whereby 20% of this loan amount will be forgiven every year that the business remains open.

For further information please contact:

**Department of Community Planning and Economic Development
20 West Federal Street – Suite 602
Youngstown, Ohio 44503
PHONE: (330)744-1708
Fax: (330)744-7522**

FACADE RENOVATION PROGRAM APPLICATION

Date of Application: _____ Date Business was Established: _____

Name of Company: _____

Address: _____

Contact Person: _____ Title: _____

Phone: _____ Email Address: _____ Fax: _____

Full-Time: _____ Part-Time: _____ Seasonal: _____

Current Annual Payroll: \$ _____

New Employment/New Annual:	<u>New Employ</u>	<u>Total Employ</u>	<u>Est. New Payroll</u>	<u>Est. Total Payroll</u>
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At the end of one year:	_____	_____	_____	_____
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At the end of three years:	_____	_____	_____	_____
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Number of minority jobs existing: _____ To be created: _____

Number of female jobs existing: _____ To be created: _____

Description of Business: _____

Detailed Description of Project: _____

Total Project Cost: \$ _____ Federal Tax ID # _____

Is this project in conjunction with the Youngstown/SBA Initiative Program? Yes ___ No ___

Amount of City Funds Requested (not to exceed 40% or \$20,000) _____

***ATTACH ALL COST ESTIMATES**

FOR OFFICE USE ONLY
APPLICATION FEE RECEIVED: _____ DATE _____

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the City of Youngstown, or any other affiliates, to make all inquiries it deems necessary to verify the accuracy of the information provided herein, and to determine my/our credit worthiness. I/We hereby certify that the enclosed application information including attachments/exhibits is valid and correct to the best of my/our knowledge.

All owners, partners, directors, guarantors, and stockholders with 20 percent or more ownership interest must sign this form (spouses should sign when applicable.)

Print Name	Signature	Title	Date
Print Name	Signature	Title	Date
Print Name	Signature	Title	Date
Print Name	Signature	Title	Date

DISCLOSURE OF RIGHT TO REQUEST SPECIFIC REASONS FOR CREDIT DENIAL GIVEN AT TIME OF APPLICATION (BUSINESS CREDIT)

If your application for business credit is denied, you have the right to a written statement of specific reasons for the denial. To obtain the statement, please contact the Dept. of Community Planning and Economic Development, 20 West Federal Street – Suite 602, Youngstown, Ohio 44503, (330) 744-1708, within 60 days from the date you are notified of the decision. We will send you a written statement of reasons for denial within 30 days of receiving your request for the statement.

NOTICE: The federal Equal Credit Opportunity Act prohibits creditor from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or, because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

Print Name	Signature	Title	Date
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BUSINESS OWNERSHIP FORM

List below all owners, partners and/or stockholders with 20 percent or more ownership interest and officer status of owners.

_____ Name	_____ Ownership	_____ Title/Position

Have you ever filed bankruptcy? _____(Yes) _____(No)
(Please furnish details on a separate sheet of paper.)

Do you have any outstanding federal, state, or local tax liens? _____(Yes) _____(No)
(Please furnish details on a separate sheet of paper.)

ATTACH THE FOLLOWING INFORMATION:

1. Cost estimates – all labor to be quoted at prevailing wage rates
2. Copy of ordinance from the City of Youngstown’s City Council authorizing deferred façade loan

Return the completed application with a \$350.00 non-refundable processing fee made payable to **CITY OF YOUNGSTOWN, DEPARTMENT OF FINANCE.**

Deferred façade loan is forgiven at a rate of 20 percent over five years if company adheres to all conditions; if not, unforgiven portion is amortized at ten percent over remaining term.

APPLICATION FOR DESIGN REVIEW

(Please see attached Design Review Submittal Requirements)

Date: _____

Name of Applicant: _____

Mailing Address with Zip: _____

Daytime Phone Number: _____

Name of Property Owner: _____

Address of Property Owner with Zip: _____

Daytime Phone Number of Property Owner: _____

Description of Project:

Location of Project: City Lot/Outlot _____

Address of Project: _____

Presentation to be made by (list names and affiliations of all those expected to attend the Design Review Meeting)

Applicant's Signature

DESIGN REVIEW SUBMITTAL REQUIREMENTS

1. PLAT

2. SITE PLAN – All plans shall clearly designate the following:

- address of site
- property and street pavement lines
- existing and proposed contours
- gross area of tract, in square feet
- location of all existing buildings (to remain) and proposed buildings on the site and all buildings within 50 feet of the site's boundaries.
- proposed ingress and egress to site including parking areas, stalls, and adjacent streets. Traffic flow shall be indicated with directional arrows.
- where parking is involved, calculations for determining required number of off-street parking spaces; number of spaces proposed; and the maximum number of employees, customers, office vehicles, residents or combination that would be on-site at any one time.
- treatment of open space, including the following:
 - landscaping of the site, including that which is existing and will be retained, and new additions.
 - calculations determining required number of trees and plantings; type size, number of plantings should be illustrated.
 - placement of any street furniture, including benches, planters, lighting, free standing signage, fencing. Setbacks from property lines for ground signage must be shown.

3. ELEVATIONS

Shall illustrate all building faces under consideration as well as those immediately adjacent to the site. Drawings shall illustrate materials, colors and textures of all primary materials, colors and textures of all primary materials to be used, and must show exact placement of all proposed signage.

Design Review Submittal Requirements

3. Elevations (Continued)

In addition, drawings are required for the following:

- a. wall and free standing signage: scaled drawings of each face, showing size specifications, letter size and graphics, and a description of sign and frame construction materials and colors. Wall anchorage or ground support systems must be detailed.
 - b. lighting standards: drawings indicating size specifications, material and colors, lighting intensity, ground or wall anchorage details.
 - c. street furniture: any furniture, planters, fencing or other decorative elements should be illustrated.
4. Building plans and specifications shall be submitted in their preliminary form.
 5. Additional support materials such as photos, sectional studies or other documentation and building material samples may be submitted in addition to the above requirements.