

City of College Park
 Department of Planning, Community, and Economic Development
 4500 Knox Road
 College Park, MD 20740
 Phone: (240) 487-3543
 Fax: (301) 887-0558



RETAIL BUSINESS IMPROVEMENT FUND APPLICATION

Submittal Deadline: November 15, 2013 at 5:00pm

This program aims to retain high-quality tenants in the City of College Park (the “City”) by providing funds for existing businesses to assist with leasehold improvements. Applicants are eligible for a matching grant, not to exceed \$5,000, for a maximum 50 percent of the total improvement costs.

Please contact the Economic Development Coordinator at 240-487-3543 with any questions.

Please print legibly and return to the address above or by email to mstiefvater@collegetparkmd.gov.

1. PROPERTY INFORMATION		
Property Address:		
Property Owner:		
Property Owner’s Address:		
City:	State:	Zip Code:
Contact Person:		
Phone:	Email:	

2. APPLICANT INFORMATION		
Business Name:		
<input type="checkbox"/> Corporation (d/b/a)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship
Mailing Address:		
City:	State:	Zip Code:
Business Owner:		
Phone:	Email:	
Contact Person (if different):		
Phone:	Email:	

3. BUSINESS INFORMATION
Type of business:
Start of operations in College Park:
Are there other outlets of the business? If yes, please list the city and state for each.
Is the business at least 50% locally-owned (Baltimore/Washington metro area)?
Is the applicant the owner of the subject property? If not, please provide the expiration date of the lease at the subject property.
Has the business been a client of the Maryland Small Business & Technology Development Center after January 1, 2012? If yes, please list the dates of participation and provide evidence.

4. IMPROVEMENT INFORMATION
Estimated total cost of improvements:
Estimated date of completion:
Property owner contribution (if not also the business owner):

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

I/We have read and understand the Retail Business Improvement Fund guidelines and requirements. I/we understand that any improvements completed prior to the notice of grant award will not be eligible for reimbursement. I/we agree to maintain all improvements of the property in good condition and in accordance with all applicable building codes.

Applicant Signature

Date

Additional Business Owner Signature

Date

SUBMITTAL REQUIREMENTS

1. Preliminary Submittal – Application, Justification, and Legal Documents

- Completed and signed application form.
- Copy of executed lease for a business operating in rented premises. The lease must extend, or allow for renewal, two years beyond the submittal deadline.
- Proof of locally-owned status, as evidenced by organizational documents.
- Written consent of property owner if applicant does not own property.
- List of all improvements that will be made and a cost estimate for each.
- Estimated construction schedule.
- Copy of Prince George’s County (the “County”) Use and Occupancy Permit.

2. Secondary Submittal

- Copies of any construction plans and drawings.
- Copies of agreements with contractors, if applicable.
- Construction schedule.
- Completed W-9 form.

3. Closeout Submittal

- Proof of any required inspections and approvals from the County and/or the City.
- Receipt, review and acceptance of all invoices or other evidence of payment for improvements and any other supporting records required by the City.

Only completed application packets, including all required documentation, will be reviewed by City staff.

Note: Applying for a retail business improvement grant does not obligate the City to approve a grant for the specified project. Only after the review and approval of the application will the City approve a grant.

The project shall comply with the Program Guidelines and only upon approved final inspections by the City, will the grant funds be distributed.