

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



HOLLYWOOD COMMERCIAL FAÇADE IMPROVEMENT PROGRAM APPLICATION

This program is limited to the Hollywood Commercial District and assists property owners or tenants that are seeking to renovate their building facades through a reimbursable grant. Applicants are eligible to receive a dollar-for-dollar matching grant with a minimum of \$2,500 and a maximum of \$25,000.

Please contact the Economic Development Coordinator at 240-487-3538 to schedule a preliminary appointment, which is a mandatory part of the program, to review the application process.

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

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

| | | |
|--|--------------------------------------|--|
| 2. APPLICANT INFORMATION (if different than property owner) | | |
| 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. INITIAL SUBMITTAL REQUIREMENTS (attach to application)

Proposed final design, including elevations and/or sketches

Bid proposal, including a list of materials to be used

Evidence of contractor's license and insurance

Written consent of the property owner if the applicant does not own the property

Estimated construction schedule

Copy of Prince George's County Use and Occupancy Permit

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 of College Park to make all reasonable inspections, investigations, and take pictures of the subject property during the process period associated with the application.

I/We have read and understand the Hollywood Commercial Façade Improvement Program guidelines and requirements. I/we understand that any improvements completed prior to the design approval and issuance of a notice to begin work 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

Only completed applications, including all required documentation as established in the guidelines, will be reviewed by City staff.

Note: Applying for a commercial façade improvement does not obligate the City of College Park to approve a grant for the specified project. Only after a complete review of the design 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.