

CLARKSBURG URBAN RENEWAL AUTHORITY

FAÇADE GRANT APPLICATION

THIS APPLICATION SHALL BE COMPLETED AND RETURNED WITH ALL REQUIRED SUPPORTING DOCUMENTATION TO THE OFFICE OF THE DIRECTOR OF ECONOMIC DEVELOPMENT, CITY OF CLARKSBURG, WV; MUNICIPAL BUILDING, 222 W. MAIN STREET, CLARKSBURG, WV 26301.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

If you believe that you may have unpaid fees with the City of Clarksburg, please contact the Finance Department at 304-624-1070 prior to submitting this application.

APPLICANT INFORMATION

Name of applicant:		
Mailing address:		
City:	State:	Zip Code:
Phone Number:		
Email Address:		

PROPERTY INFORMATION (This information is available online: www.harrisoncountyassessor.com)

Property address:	
Tax Map:	Parcel:
Deed Book:	Page Number:

PROJECT INFORMATION

Proposed Improvements (use additional sheets as necessary):	
Estimated Price:	
Applicant Contribution:	
Award Request:	MAXIMUM AWARD AMOUNT IS \$10,000

To complete this application, please include the following:

- A rendering or other imaging of proposed improvements to the exterior of the structure;
- Two itemized quotes for proposed improvements;
- A copy of the filed building permit application for the proposed improvements;
- If the property is owned by another party, please provide a letter from the owner authorizing work to be completed;
- City of Clarksburg business license;
- WV Secretary of State Business Organization information or certificate; and
- Most recent tax statement or similar document indicating you and/or your business as having no outstanding taxes owed to the State of West Virginia.

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the Clarksburg Urban Renewal Authority to any transaction.

Signature: _____ Date: _____

STAFF APPLICATION REVIEW CHECKLIST

Is the Project Information Box completed?	Yes _____	No: _____
Is the award requested 80% or less of the entire project cost?	Yes _____	No: _____
Does the application include a rendering of the project?	Yes _____	No: _____
The applicant does not have outstanding fees or accounts	Yes _____	No: _____
Does the application include at least two itemized quotes?	Yes _____	No: _____
Does the application include a building permit application?	Yes _____	No: _____
Does the application include City of Clarksburg Business License?	Yes _____	No: _____
Does the application include WV business licensing information and proof of state tax compliance?	Yes _____	No: _____
If the applicant does not own the property, has an owner's statement been attached to this application?	Yes _____	No: _____
Is the application dated and signed?	Yes _____	No: _____

A no response to any of the above items will result in the application being considered incomplete and the application will be ineligible for Urban Renewal Authority review.

For more information, please contact the Economic Development Department at 304-624-1681.