



DOWNTOWN COMMERCIAL REHABILITATION AND FAÇADE IMPROVEMENT LOAN PROGRAM

APPLICATION

PROJECT	
Submission Date	
Project/Property Name	
Project/Property Address	
Tax Parcel Number	
Existing Property Use(s)	
Proposed Property Use (if different)	
Size: Amount of Commercial Space	
Ground Floor/Occupied or unoccupied?	
Upper Floor(s)/Occupied or unoccupied?	
Amount of Program Funding Requested (minimum \$10,000)	
Date(s) Applicant Met or Discussed Project with Program Coordinator	

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APPLICANT	
Name of Applicant	
Applicant Mailing Address (#, Street, City, State, Zip)	
Applicant Telephone Number	
Applicant Email Address	

PROPERTY OWNER	
Name of Property Owner (if different than applicant)	
Relationship of Applicant to Property Owner	
If the property is leased by the applicant, when does the current lease expire?	
If the applicant is not the property owner, please have the property owner of record or an authorized representative submit a letter acknowledging that the owner is aware that application is being submitted and approves of the proposed building and site improvements.	

BUILDING REHABILITATION/FAÇADE IMPROVEMENT PLANS
<ul style="list-style-type: none"> • Applicants are strongly encouraged to engage a professional architect in developing its building rehabilitation and façade improvement plans. • The City of Renton (“City”) may utilize an architectural consultant to review plans as necessary. • Schematic design plans are not required to be submitted until after your application has completed an initial screening by City staff, and you and your project have been deemed eligible for funding consideration. • However, if you have developed any level of design plans for your project, we request that they be submitted along with this application.

PROJECT DESCRIPTION	
Exterior	
Types of improvements (Mark all that are applicable)	
<input type="checkbox"/> Paint	<input type="checkbox"/> Sign(s)
<input type="checkbox"/> Façade finishes	<input type="checkbox"/> Awning(s)
<input type="checkbox"/> Windows	<input type="checkbox"/> Lighting
<input type="checkbox"/> Doors	<input type="checkbox"/> Additions
<input type="checkbox"/> Roof	<input type="checkbox"/> Structural repairs
<input type="checkbox"/> Removal of physical architectural barriers	<input type="checkbox"/> Off-site public improvements (within public right-of-way)
<input type="checkbox"/> Other (Please describe any particular details of exterior improvements you feel are important)	

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Are there any features of the exterior that will be specifically excluded from improvement?

Interior	
Number of square feet to be rehabilitated	
Number of commercial spaces	
o Ground floor	
o Upper floor(s)	
Types of improvements	
<input type="checkbox"/> Removal of physical architectural barriers	
<input type="checkbox"/> Remediation of hazardous materials	
<input type="checkbox"/> Other (Please describe any particular details of interior improvements you feel are important)	

General	
Types of uses proposed following rehabilitation	
Description of intended occupant businesses (existing or proposed)	
Prospective project schedule (insert estimated dates)	
o Submittal of plans for permits	
o Start of construction	
o Completion of construction	

ATTACHMENTS
<input type="checkbox"/> Property owner approval letter (if tenant is applicant, please have the property owner of record or an authorized representative submit a letter acknowledging that the owner is aware that application is being submitted and approves of the proposed building and site improvements)
<input type="checkbox"/> One single-sided page narrative explaining how the proposed project meets the “Project Impact & Public Benefit” and “Quality & Significance” criteria listed within the “Application Evaluation” section of the Program Guidelines.

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<input type="checkbox"/> Color photos of all four sides of the subject property.
<input type="checkbox"/> Preliminary proposed budget. Budget should include at a minimum: <ul style="list-style-type: none">• Soft costs (consultants, permit fees, financing, etc.)• Direct costs (materials, labor)• FF&E (furniture, fixtures and equipment)• Other (items should be specified)• List of funding sources indicating total project costs, amount requested through this Program, and matching funds with source and status of each (proposed, in review, committed).

APPLICANT BACKGROUND
Past experience of applicant and/or general contractor in implementing similar building rehabilitations.
Applicant’s proposed borrower entity, if other than the applicant as an individual (including entity type, background, number years in existence or, if new, formation status).

APPLICANT SIGNATURE
Signature _____ Date _____

SUBMITTAL INSTRUCTIONS

Access the Application Form Electronically: The application form is available from the City of Renton website at: www.rentonwa.gov/facadeprogram. The application may be filled out online. Once completed, the form and required attachments may be scanned and submitted as a single PDF document via email to: jkotarski@rentonwa.gov.

In Person: You can pick up applications and drop off your completed application (one original signed application plus attachments and one complete copy set) at the Community & Economic Development Department, located on the 6th Floor of Renton City Hall, 1055 South Grady Way.

By Mail: One original signed application plus attachments and one complete copy set may be returned by mail to the following address:

City of Renton, Attn: Jessie Kotarski
Community & Economic Development Department
Renton City Hall – 6th Floor
1055 South Grady Way
Renton, WA 98057-3232