

## Downtown Jonesborough Façade & Design Improvement Grant Program Application

### Applicant Information

Name of Applicant and Project: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone number and cell number of Applicant: \_\_\_\_\_

Email address of Applicant: \_\_\_\_\_

Address of work: \_\_\_\_\_

Tax Map/Group/Parcel: \_\_\_\_\_

Age of building being considered for renovation: \_\_\_\_\_

Type of work (itemized with documented cost proposal for each work element) to be completed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total cost of work to be completed: \$ \_\_\_\_\_

Amount of reimbursement requested to the TOJ: \$ \_\_\_\_\_

### Required Attachments Checklist:

- ☐ Completed application form.
- ☐ Proof of property ownership, or permission from owner of the property.
- ☐ Proof that all taxes, insurance, and mortgage payments are not delinquent.
- ☐ Work write-up with specific work items and costs listed.
- ☐ Photographs of existing structure identifying areas to be renovated.
- ☐ If non-structural changes are proposed, a sketch or drawing to explain the changes.
- ☐ If structural changes of the building are proposed, architectural or engineering plans must be submitted.
- ☐ Specifications of material used.

**Applicant Agreement:**

I, \_\_\_\_\_, agree that the Town of Jonesborough (TOJ) shall approve or deny the application and/or grant based on adopted criteria and priorities. I have received and reviewed the Downtown Jonesborough Façade & Architectural Improvement Grant Program document and will comply with the Grant Program criteria. I understand that this grant is a reimbursement grant after work has been completed according to the above description.

All work must meet Jonesborough building codes and I am responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work that may arise during the renovation process must be approved by the TOJ prior to any work initiated or completed.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

**Email completed application to:**

Glenn Rosenoff, Town Administrator and Donna Freeman, Executive Assistant

Town of Jonesborough

[grosenoff@Jonesboroughtn.org](mailto:grosenoff@Jonesboroughtn.org) and [donnaf@Jonesboroughtn.org](mailto:donnaf@Jonesboroughtn.org)

**TOJ Actions and Application Approvals:**

Action Taken	TOJ Signature	Date
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Amount of Grant Approved: _____		
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