

# Downtown Incentives Grant Application Process

## **Optional**

*Applicant reviews application with Program Coordinator before submitting.*

## **Step 1**

Applicant submits complete application to Program Coordinator.

## **Step 2**

Downtown Incentives Program Review Committee reviews all applications and distributes on a first come first serve basis.

## **Step 3**

Applicant and City sign Reimbursement Agreement indicating the terms of the grant.

## **Step 4**

Applicant must secure all required building permits, development permits, or other requirements.

## **Step 5**

Applicant contacts Program Coordinator to notify of project completion.

## **Step 6**

City conducts a Post-Construction Inspection to determine that the work completed matches the agreement.

## **Step 7**

Applicant submits a letter requesting reimbursement along with applicable documents.

## **Step 8**

Program Coordinator processes request.

## **Application Checklist:**

- Application Form
- Pre-Construction Photos\*
- Site Plan
- Project Description
- Project Drawings
- 2 sets of Quotes for Hard Costs\*

## **Examples:**

- Development Permit
- Signage Permit
- Sidewalk Permit
- Building Occupancy Permit
- Building Permits

## **Reimbursement Checklist:**

- Letter of completion
- Copies of paid invoices\*
- Certificate of Occupancy\*\*