

DOCUMENTATION REQUIRED

The following must be submitted with the completed application:



FOR SIGNAGE:

- A copy of the lease if not property owner of record
- Cost of project (3 verbal bids, 1 written bid from successful contractor)
- Proof of selected contractor's worker's compensation/ liability insurance
- Signage specs including dimensions, colors, letters
- Any required board approvals

FOR FACADE IMPROVEMENT:

- Copy of deed if owner/applicant; copy of lease if tenant
- Evidence of existing Homeowner's Insurance if property owner
- Proof of current property tax payments or copy of repayment agreement with City
- Copies of four (4) bids with construction specifications & budget details
- Copies of past 2 years Federal income tax returns or business tax returns
- Tenant income information

BOTH PROGRAMS ALSO REQUIRE:

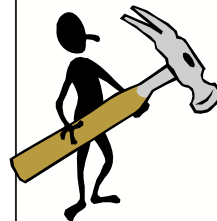
- A minimum of 2 "Before" photographs of building including full-size picture
- Signed release form for credit check

INCOME GUIDELINES (Façade Improvement only)



In order to qualify for funding for façade improvement, the property owner and/or tenants must meet the following household income guidelines.

<u>Household Size</u>	<u>Annual Income</u>
1 Person	Less than \$44,800
2 People	Less than \$51,200
3 People	Less than \$57,600
4 People	Less than \$64,000
5 People	Less than \$69,100
6 People	Less than \$74,250
7 People	Less than \$79,350
8 People	Less than \$84,500



IMPORTANT: Property will be inspected prior to application approval to ensure that any code compliance/ quality of life/safety issues have been addressed.



CITY OF NEWBURGH

ANNOUNCING:

FUNDING AVAILABLE
FOR
RESIDENTIAL/
BUSINESS FAÇADE
RENOVATION &
SIGNAGE



DEPARTMENT OF PLANNING AND
DEVELOPMENT
83 BROADWAY, 3RD FLOOR
NEWBURGH, NEW YORK 12550
845-569-9400
845-569-9700 (FAX)

SIGNAGE PROGRAM

Objective: The purpose of this program is to assist business owners with upgrading existing signage and/or installing first-time signage

Amount of Grant: Up to \$500.

Terms: Program is open to business property owners and/or tenant business owners who meet requirements



APPLICATION PROCESS

Below is an outline of the application process for both programs. Please take time to review.

Step 1

Obtain the application from the Department of Planning & Development, 3rd Floor, City Hall, 83 Broadway, (845) 569-9400, or the website, www.cityofnewburgh-ny.gov, and return it when completed to the Dept. of Planning & Development.

Step 2

The City of Newburgh will verify that all requirements and guidelines have been met

Step 3

Waiting List: Applications will be reviewed in the order in which they are received.

IMPORTANT: If the property is located within the Historic District, any exterior work, including signs must be approved by the Architectural Review Commission (ARC).

Securing any necessary ARC, Planning and Zoning approval is the responsibility of the applicant.

FAÇADE RENOVATION PROGRAM

Objective: The priority of this program is to upgrade the external appearance of business and/or rental property in the City of Newburgh, which in turn will enhance the quality of life for all residents. Preference will be given to applicants in Census Tract 4 or 5.

Available Funding: Successful applicants may receive up to \$25,000 for façade renovations.

Eligible Applicants: Residential property owners and/or business owners who meet eligibility guidelines. Property owners with tenants who meet HUD income guidelines may also qualify.

Eligible Activities: Exterior work to the building façade including structural repairs, repair or replacement of windows, doors, porches, railings, etc.

The City of Newburgh will conduct property inspections to confirm the need for repairs, scope of work, and to assess pre-existing health and/or safety concerns exist, which will have to be remedied prior to approval of the application for funding.