



**City of Newburgh**  
DEPARTMENT OF PLANNING & DEVELOPMENT  
CITY HALL – 83 Broadway  
Newburgh, NY 12550

TEL: (845) 569-9400

FAX: (845) 569-9700

## 2010 Façade Renovation /Signage Program

The Façade Renovation/Signage Program is available for businesses and residential properties within the City of Newburgh, with priority for funding given to those within Census tracts 4 and 5. Successful applicants can receive a homeowner or business loan for up to \$25,000 toward the cost of façade renovation including window and door repairs or replacement, and porch and railing repairs or replacement. A \$500 grant is also available to business applicants for signage use on the building's façade.

Property owners will be required to address code compliance issues and substandard living conditions which affect the health and safety of occupants in order to be eligible for funding.

Income eligibility guidelines set by the federal Department of Housing and Urban Development (HUD) will apply for residential properties. These properties must be occupied by a homeowner or tenant earning less than 80% of the County Area Median Income (AMI). The City will need documentation confirming the income of the homeowner or tenant.

Once the project is completed and before funds have been disbursed, applicants are required to schedule a site inspection with the Department of Planning and Development and execute a bond and mortgage note which is filed with the County Clerk's Office. This document includes the dollar figure disbursed for the project as well as a breakdown of the terms of the loan.

Signage monies will either be paid directly to the vendor or reimbursed to the applicant once the proper documentation has been received by the Planning and Development Department. Applicants are also required to maintain the signage for a minimum of three (3) years.

Projects that are within the City of Newburgh's Historic District will require approval from the Architectural Review Commission (ARC) before work begins. The ARC meets every 2<sup>nd</sup> Tuesday of the month and applications must be submitted to the ARC Secretary (located at 123 Grand Street) no later than the 3<sup>rd</sup> Monday of the month prior to the scheduled meeting. For more information on the ARC call (845) 569-7400.

**2010 FAÇADE RENOVATION /SIGNAGE PROGRAM  
APPLICATION**

**TYPES OF FUNDS YOU ARE APPLYING FOR:**

Signage       Façade Improvement       Both

---

Part I A –Business Information

1. Applicant Name: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Business/Property Address: \_\_\_\_\_  
Business Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Date Incorporated: \_\_\_\_\_  
Federal Tax ID Number: \_\_\_\_\_

Is the applicant the Property Owner of record ? :

2. Name: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

3. How many years have you been in business?  
 1-3     4-7     8-10     11 or more

**PART 1 B – Applicant/Homeowner Information**  
**(If property is owner-occupied)**

Name : \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Number & Street

City ,State & Zip Code

Phone #:\_\_\_\_/\_\_\_\_/\_\_\_\_ Cell.#:\_\_\_\_/\_\_\_\_/\_\_\_\_ Fax#:\_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation & Employer \_\_\_\_\_

Employment Address \_\_\_\_\_

Number & Street

City,State & Zip code

Years Employed: \_\_\_\_\_

Previous Employment Address (if less than 2 years at current employer)

Number & Street

City,State & Zip code

Spouse Name: \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Number & Street

City ,State & Zip Code

Phone #:\_\_\_\_/\_\_\_\_/\_\_\_\_ Cell.#:\_\_\_\_/\_\_\_\_/\_\_\_\_ Fax#:\_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation & Employer- \_\_\_\_\_

Employment Address \_\_\_\_\_

Number & Street

City, State & Zip code

Years Employed: \_\_\_\_\_

Previous Employment Address (if less than 2 years at current employer)

Number & Street

City, State & Zip code

Number of occupants per unit : \_\_\_\_\_

**Part 1 C- Applicant/Tenant Information**

**(To be completed by residential rental property owner for each unit)**

Tenant Name : \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Unit Number      Street Number      City ,State & Zip Code  
Phone #: \_\_\_\_/\_\_\_\_/\_\_\_\_      CelL.#: \_\_\_\_/\_\_\_\_/\_\_\_\_      Fax#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation & Employer \_\_\_\_\_

Employment Address \_\_\_\_\_

Number & Street      City,State & Zip Code

Years Employed : \_\_\_\_\_

Previous Employment Address (if less than 2 years at current employer)

Number & Street      City,State & Zip code

Tenant Spouse Name: \_\_\_\_\_ DOB \_/\_\_\_\_/\_\_\_\_

SS#: \_\_\_\_\_

Address: \_\_\_\_\_

Number & Street      City ,State & Zip Code  
Phone #: \_\_\_\_/\_\_\_\_/\_\_\_\_      CelL.#: \_\_\_\_/\_\_\_\_/\_\_\_\_      Fax#: \_\_\_\_/\_\_\_\_/\_\_\_\_

Occupation & Employer- \_\_\_\_\_

Employment Address \_\_\_\_\_

Number & Street      City,State & Zip code

Years Employed: \_\_\_\_\_

Previous Employment Address (if less than 2 years at current employer)

Number & Street      City,State & Zip code

**Part II- Project Information**

**SIGNAGE**

- 1. Cost of Project \$ \_\_\_\_\_  
(NOTE: Maximum reimbursement for signage will be \$500.00 per project.)
- 2. Have you already received bids for the work?  Yes  No  
(If yes, please submit copies of the bids with the application.)
- 3. Preferred Signage Vendor Information:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Vendor must provide a Certificate of Insurance that demonstrates the firm has Liability and Worker's Compensation Insurance.

**FAÇADE RENOVATION**

- 1. Anticipated cost of renovation \_\_\_\_\_
- 2. Have you already received bids for the work?  Yes  No  
(If yes, please submit copies of the bids with the application.)
- 3. Do you already have a Contractor to perform façade improvement renovation?  
Yes\_\_\_\_ No \_\_\_\_\_

If Yes, please provide the following information

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone: ( ) \_\_\_\_\_ Fax : ( ) \_\_\_\_\_

Licensed County: \_\_\_\_\_ License No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_

4. Will you be making any other improvements to the building?  Yes  No  
If yes, please describe: \_\_\_\_\_

5. Will you incur any soft costs, such as architect/engineer fees?  Yes  No  
If Yes, what is the amount? \_\_\_\_\_

---

6. Are you aware of any building code violations and/or health and safety issues?  
 Yes  No If Yes, Please list (**Note: an inspection will be made prior to any project being approved for funding**): \_\_\_\_\_

---

If YES, you are responsible for submitting documentation that ensures that the property issues have been addressed.

### **PART IIIa– DOCUMENT CHECKLIST: SIGNAGE**

The following documents **MUST** be included with the application for project approval. Incomplete applications and/or those without supporting documentation will not be accepted.

---

1. A minimum of two (2) “BEFORE” photographs of building including a full-size picture of the building (photographs will become property of the City of Newburgh and used at its discretion).
2. If business owner is not the owner of record for the property, a copy of the lease must be submitted
3. Specifications of the signage from the preferred vendor including dimensions, colors, lettering, etc.
4. Copies of at least three (3) verbal quotes for signage; and one (1) written quote from the successful vendor
5. Proof of contractor’s valid liability and worker’s compensation insurance.
6. A signed release form for the credit check.

### **PART IIIb– DOCUMENT CHECKLIST: FACADE RENOVATION**

1. A minimum of two (2) "BEFORE" photographs of building including a full-size picture of the building (photographs will become property of the City of Newburgh and used at its discretion).
2. Copy of deed for property (for owner applicant)
3. If business owner is not the owner of record for the property, a copy of the lease must be submitted
4. Proof of current property tax payments current or attach copy of agreement that has been entered into with the City for repayment if taxes are in arrears
5. Copies of contractor bids showing construction budget details
6. Proof of valid liability and worker's compensation insurance.
7. Copies of the past 2 years Federal Income tax returns and/or the past 3 years business tax returns.
8. A signed release form for the credit check .

Please return the completed application along with supporting documentation to:

**TARA MILLER**

**Office Manager**

**Department of Planning and Development**

**City of Newburgh**

**83 Broadway**

**Newburgh, New York 12550**

**PART IV- Applicant Consent Agreement**

I commit to commence work on the above described project (“Façade Renovation” – Signage) in a timely manner and no later than six (6) weeks after the approval of the funding application. I understand that I am obligated to comply with City and other governmental regulations and to obtain all necessary approvals and permits. I release the City of Newburgh and the U.S Department of Housing and Urban Renewal (“HUD) from any and all claims that evolve from this project.

I understand that the loan is subject to the completion of the project and the approval of the completed work by the City of Newburgh. I agree to maintain the signage for a minimum of 3 years. Façade improvement renovations must be maintained for a period of seven (7) years. I also understand that if the property is not maintained for this period, the City of Newburgh has the right to require a proportional repayment of the grant.

Print Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part V- AUTHORIZATION FOR RELEASE OF INFORMATION**

**\*\*All Principals must complete\*\***

**TO WHOM IT MAY CONCERN:**

**This will authorize you to release for the use of the City of Newburgh, Office of Planning and Development, any information that they may require regarding my income, employment, credit status, indebtedness, bank accounts, etc.**

**It is understood that all information released will be held in confidence by the City of Newburgh, Office of Planning and Development and the U.S. Department of Housing and Urban Development, for the purpose of assisting me in obtaining financial aid for the rehabilitation of my property.**

---

Signature

Print Name

---

Signature

Print Name

---

Signature

Print Name

---

Signature

Print Name

---

Signature

Print Name

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_