



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

TEL: (845) 569-9400

FAX: (845) 569-9700

**CBDG Newburgh Storefront/ Façade
Improvement Program**

The Storefront/ Façade Improvement Program is available for businesses or mixed-use properties located on Broadway in the City of Newburgh, NY . Residential properties are **NOT** eligible for this program.

Applicants are required to match public funds dollar to dollar and are expected to maintain the facades during a seven-year loan deferment period. Applicants can receive 50% of the total cost of construction up to \$15,000. Eligible expenses are storefront windows, entrances, signage, awnings, and lighting. Priority will be given to applicants and projects that are adjacent to one another.

Projects that are within the City of Newburgh’s Historic District will require approval from the Architectural Review Commission (ARC) before commencing work. The ARC meets every 2nd Tuesday of the month and applications must be submitted to the ARC Secretary (located at 123 Grand Street) no later than the 3rd Monday of the month.

Once projects are selected, property owners will formalize a scope of work with a City representative. The property owner will be required to procure three (3) bids. Once the scope of work, budget and contractor are approved, property owners will have 10 days to place their matching funds into the City’s non-interest-bearing escrow account. Property owners that fail to comply with this requirement will be removed from the program. Property owners are also required to execute a bond and mortgage note - which is filed in the County Clerk’s Office.

Once approved, the contractor will have 90 days to complete the project.

The Deadline for submitting applications is June 28, 2013, by 4pm.



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CDBG Storefront/ Façade Process

1. Submit Application
2. Select and Notify Applicants
3. Applicant will develop a scope of work with a City Representative
4. ARC approval, if required.
5. Procure and submit three (3) bids consistent with the scope of work
6. City CDBG loan committee will review projects with Department staff, select contractor, and determine loan amount.
7. Applicant will then execute contract and deposit match into City non-interest-bearing account.
8. Complete all required building permits.
9. Commence Construction (90 days to complete)

**2013 FAÇADE/SIGNAGE PROGRAM
APPLICATION**

Part I – Applicant/Business Information

1. Applicant Name: _____
Business/Property Address: _____
Business Telephone: () _____ Fax: () _____
Type of Business: _____
Contact Person: _____ Title: _____
Date Incorporated: _____
Federal Tax ID Number: _____
Total Number of Employees: _____ #Full-Time _____ #Part-Time _____
2. Is the Applicant the Property Owner of record: Yes No
If Yes, only one application needs to be submitted.
If No, please provide Owner information:
Name: _____
Address: _____
Telephone: () _____ Fax: () _____
3. How many years have you been in business?
 1-3 4-7 8-10 11 or more
4. Are property taxes, water/ sewer and sanitation bills current on the property?

Part II – Project Information

5. Please indicate the proposed scope of work:

PART III - Applicant Consent Agreement

I commit to complete the above described project ("Façade/Signage/Awnings) in a timely manner and no later than ninety days after the approval of the project. 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 within ten (10) days of the notice of award, the required match will be deposited in a city-owned non-interest-bearing escrow account. Failure to comply within the timeframe will remove my application from the program.

I understand that the grant award is subject to the completion of the project and the approval of the completed work by the City of Newburgh. Ownership and renovations must be maintained for a period of seven (7) years. I also understand that if the property is not owned or maintained for this period, the City of Newburgh has the right to require a proportional repayment of the grant.

Applicant Signature

Print Name

Date

PART IV- DOCUMENT CHECKLIST

The following documents **MUST** be included with the application for project approval:

- Completed and signed application.
- A minimum of two (2) "BEFORE" photographs of storefront including a full-size picture of the building (*photographs will become property of the City of Newburgh and used at its discretion*);
- Copy of deed for property.
- Project feasibility is dependent on the availability of Matching Funds from the applicant. Please attach proof that monies are or will be readily available upon commencement of renovation.

Please return the completed application along with supporting documentation to:

Courtney Kain
Director of Community Development
Department of Planning and Development
City of Newburgh
83 Broadway
Newburgh, New York 12550