



# City of Newburgh

DEPARTMENT OF PLANNING & DEVELOPMENT

City Hall – 83 Broadway  
Newburgh, New York 12550  
[www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)

TEL: (845) 569-9400

FAX: (845) 569-9700

## 2016 CDBG Storefront/Façade Improvement Program

The Storefront/Façade Improvement Program is available for businesses or mixed-use properties located on Broadway – or on blocks adjacent to 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 7-year loan deferment period. Applicants can receive 50% of the total cost of construction up to \$30,000. Eligible expenses include storefront windows, entrances, signage, awnings, and lighting.

Additionally, an architectural advisor may be retained by the Planning and Development Department to assist with design.

Projects that are within the City of Newburgh's Historic District will require approval from the Architectural Review Commission (ARC) before work is begun. The ARC meets on the 2<sup>nd</sup> Tuesday of the month and completed applications must be submitted to the ARC Secretary (located in the Executive Office of City Hall), no later than the 3<sup>rd</sup> Monday of the previous 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 business 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 April 13, 2016.**

\* Funding based on First Come/First Served basis, due to approved FY2016 program funding limits.





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## STOREFRONT/FAÇADE PROCESS

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





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## Part I – Applicant/Business Information

<b>Applicant Name</b>		
<b>Business/Property Address</b>		
<b>Business Telephone</b>		
<b>Business Fax</b>		
<b>Type of Business</b>		
<b>Contact Person</b>		
<b>Contact Person Title</b>		
<b>Date Incorporated</b>		
<b>Federal Tax ID Number</b>		
<b>Total Number of Employees</b>	#Full-Time	#Part-Time

<b>Is the Applicant the Property Owner of record</b>	Yes	No
<b>If Yes, only one application needs to be submitted.</b>		
<b>If No, please provide Owner information</b>		
<b>Name</b>		
<b>Address</b>		
<b>Owner Telephone</b>		
<b>Owner Fax</b>		





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## How many years have you been in business?

1-3	4-7	8-10	11 or more
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Are property taxes, water/ sewer and sanitation bills current on the property?

Yes

No

Proposed scope of work: (Please attach additional paper, if needed)





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## **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





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## 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:

Tara Miller  
Department of Planning and Development  
City of Newburgh  
City Hall 83 Broadway  
Newburgh, New York 12550

