

PROJECT DESCRIPTION

2. Proposed Start Date: _____

3. Planned Completion Date: _____

4. Estimated Total Project Cost: _____

5. Project Cost Components (Estimates):

	Labour	Materials
Design	\$	\$
Mechanical	\$	\$
Electrical	\$	\$
Structural	\$	\$
Other	\$	\$

Applicant Checklist:

- Property Taxes Paid
- Utility Taxes Paid
- License Fees Paid
- Required Permit Applications Completed
- Building Owner Authorization

Attach to Application:

- Photos of Existing Conditions
- Detailed Specifications and Associated Costs
- Cost estimates from Contractors
- Drawings
- Material and Colour Samples

For Office Use

Date Received: _____

Received By: _____ Signature: _____



Terms and Conditions

I, _____, of _____ have read the
(Applicant) (Business/Building)

Complete application and guidelines package and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawing, building permits and inspections, and hiring of contractors as necessary.

I agree not to involve the Village of Queen Charlotte or the Business Façade Improvement Program Sponsor in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

I give my consent to the Village to make all inspections necessary to confirm that the approved plans are implements in accordance with expected standards.

I agree to allow the Village of Queen Charlotte to use before and after photos of the project for the purpose of promoting the program.

Payment of approved grants will be made upon the applicant providing the Project Review Committee proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection (when required).

Signature: _____ Date: _____

Application received by: _____ Date: _____