

**CITY OF FRAMINGHAM**  
**SIGN & FAÇADE IMPROVEMENT PROGRAM**  
**APPLICATION**

**Facade Program Description:** A rebate in funds of up to 1/3 of approved total costs of the improvements with a maximum rebate of \$10,000.

**Sign Program Description:** A rebate in funds of up to 2/3 of approved total costs of the improvements, up to a max of \$3,000.

*Please return your completed application with all supporting documents to:*

**Department of Community Development**

City of Framingham  
150 Concord Street, Suite: B3  
Framingham, MA 01702  
(508) 532-5457  
(508) 532-5461 FAX

This application is for assistance to:

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Name of Business

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Business Address Phone Number

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**PLEASE NOTE:**

- There may be no liens against the Applicant's property. ALL payments to the City must be current (taxes, water, etc.).
- Projects must conform to applicable building codes, zoning regulations, sign bylaws and/or requirements for public accessibility. Other conditions may apply.
- Submission of an application does not guarantee assistance will be offered.
- The City of Framingham cannot provide reimbursement for costs incurred prior to the formal execution of program agreements and contracts.
- The City of Framingham reserves the right to reject or accept all or part of any application and to establish a priority system or waiting list for projects.

*Please call 508.532.5457 if you have any questions or need assistance in completing the form.*

Funded through the federal Community Development Block Grant Program administered by the Community and Economic Development Department.

Instructions: Applicants must answer all items; incomplete applications will be returned. Any item which does not apply to your project should be marked "N/A".

SECTION A. BUILDING OWNERSHIP INFORMATION (Only if different from applicant)

1. Property Owner's Name: \_\_\_\_\_

2. Property Owner's Address: \_\_\_\_\_

3. Property Owner's Phone Number: \_\_\_\_\_

4. What are your plans to finance costs of construction?

Program Rebate: \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Private Financing: \$ \_\_\_\_\_

5. If Private financing, institution/Bank

Name: \_\_\_\_\_

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

Telephone #: \_\_\_\_\_

\*Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Property Owner's Signature Herein Provides Consent For Proposed Improvements

SECTION B. BUILDING USE INFORMATION

1. Number of businesses occupying the building: \_\_\_\_\_

2. Number of vacant commercial units in the building: \_\_\_\_\_

3. How long have these units been vacant: \_\_\_\_\_

4. Number of residential units: \_\_\_\_\_ When were the residential units created (year)? \_\_\_\_\_

5. Assessed value of the property: \_\_\_\_\_

6. City of Framingham Assessors: Sheet # \_\_\_\_\_ Block \_\_\_\_\_ Lot/s \_\_\_\_\_

7. So. Middlesex Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

8. Is the property registered at the Land Court: No \_\_\_ Yes \_\_\_ Certificate #: \_\_\_\_\_

9. Are there any outstanding debts (mortgages, encumbrances, liens, attachments) on the property?

Yes \_\_\_ No \_\_\_

If "Yes", please indicate all secured interests in this property.

If necessary, attach a separate page to document additional items.

First Mortgage Holder name: \_\_\_\_\_

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

Amount of Lien: \_\_\_\_\_

Date of Lien: \_\_\_\_\_

Second Mortgage Holder name: \_\_\_\_\_

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

Amount of Lien: \_\_\_\_\_

Date of Lien: \_\_\_\_\_

**SECTION C. PROJECT INFORMATION**

Please describe the type of improvements you propose to make to the building facade. Include a brief description of all other improvements (use additional sheets, if necessary).

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1. Approximately how much are you able to spend? \$ \_\_\_\_\_

2. Have you sought architectural assistance? Yes \_\_\_\_ No \_\_\_\_

If yes, please attach drawings, renderings and plans.

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Firm or individual's Name and Telephone #

Professional Credentials \_\_\_\_\_

3. Have you sought estimates from general contractors? Yes \_\_\_\_ No \_\_\_\_

If yes, please list the names of all contractors who provided an estimate and attach copies of all estimates.

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Firm or individual's Name Telephone #

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Firm or individual's Name Telephone #

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Firm or individual's Name Telephone #

4. What is the estimated time of project completion? \_\_\_\_\_

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#### APPLICATION CHECKLIST

Please be sure to include the following required items with your application:

- \_\_\_\_ Completed application form
- \_\_\_\_ Photographs (color) of existing conditions (2 sets)
- \_\_\_\_ Conceptual idea of improvements or architectural services rendered

Your application is not complete until ALL documents are received. In certain cases, further documentation may be required. You will be notified in that case.

Please check one and provide the necessary documents:

#### **BUILDING OWNER**

- Property Deed
- Paid Municipal Tax Bill

#### **TENANT**

- Business Lease
- Owner's Permission for Property Improvements

*\*Owner's will need to provide an Insurance Certificate by the closing date!*

APPLICANT CERTIFICATION

I/we certify that all information provided in the application is accurate and that I/we will complete a facade improvement project in accordance with plans approved by the City of Framingham's Department of Community and Economic Development. Upon notification that my/our project is approved by the Façade and Sign Improvement Program, I/we will sign a participation agreement authorizing the City to encumber funds for my/our project, and stipulating that I/we will abide by all program requirements. I further agree that at the conclusion of the façade improvements to maintain but not alter the completed project for ten (10) years from the date of the covenant.

Applicant(s) Signature(s):

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Application No: Accepted by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Fee Received on (date): \_\_\_\_\_ Check # \_\_\_\_\_

ZBA variance needed? \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Building permit issued on: \_\_\_\_\_