



City of Montebello

Commercial Façade Improvement Program Application

PLEASE READ INSTRUCTIONS CAREFULLY

The following information is necessary for all applications. Failure to provide accurate and complete information will delay review. All information on each proposal will be kept confidential. Please submit one form for each property you wish to rehabilitate.

FOR STAFF USE ONLY

Accepted by: _____

Date: _____

1. Property Description	
Address(es) of Commercial Property to be Rehabilitated:	
Business Name:	
Business Type:	
The Property that I am applying for is:	<input type="checkbox"/> Tenant Occupied <input type="checkbox"/> Owner Occupied
Business License Certificate Number:	
Does your business have any code violations pending with the City?	<input type="checkbox"/> No <input type="checkbox"/> Yes- Please list violations _____ _____
Does the Property have Property Damage Insurance?	<input type="checkbox"/> No <input type="checkbox"/> Yes- Please attach a copy of the insurance certificate



2. Applicant Information			
Applicant Type- Check all that apply:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Business Owner	
Name:			
Address:			
City:	State:	Zip:	
Business Phone Number:		Cell:	
E-mail:			

3. Property Owner- Name as it appears on Deed/Title Documents		
Name:	Phone:	
Address:		
City:	Zip:	Email:

4. Façade and Rehabilitation Work Proposed
<p>Please indicate what improvements you wish to make to the exterior of your storefront (or street-facing façade):</p> <ul style="list-style-type: none"><input type="checkbox"/> Exterior façade treatments (stucco, brick veneer, paint removal, etc.)<input type="checkbox"/> Colonnade replacement with awning, canopy, or other shade solution<input type="checkbox"/> Exterior painting of buildings visible from public right-of-way<input type="checkbox"/> Facade/brick cleaning<input type="checkbox"/> Signage repair or replacement<input type="checkbox"/> Exterior doors<input type="checkbox"/> Window and window frame replacement<input type="checkbox"/> Exterior lighting<input type="checkbox"/> Landscaping related to exterior features<input type="checkbox"/> Permanent exterior signage



5. Required Personal Contribution

Will you be able to contribute 5% of the grant amount in personal funds towards the approved improvements of the building?

- No Yes- Please provide a copy of proof of funds

6. Certificates

The applicant certifies that:

- He/she has read the Program Guidelines and fully understands the content;
- The data and exhibits contained in this application and proposal are true, correct and complete.
- The applicant understands that the applications are being a come, first serve basis and that there can be no more than one application accepted per building.

Print Name of Applicant/ Business Owner:

Signature of Applicant/Business Owner:

Date:

Print Name of Property Owner:

Signature of Property Owner:

Date:

Mail your application package to:

City of Montebello
Attention: Commercial Façade Improvement Program
1600 W. Beverly Blvd.
Montebello, CA 90640

For any questions, please contact:

Isela Siordia- Sr. Management Analyst
(323)887-1200 Ext 1318
isiordia@montebelloca.gov



CHECKLIST

Attach the following documents to the application. Incomplete applications will not be accepted.

- Complete Commercial Façade Grant Application (Owner signature required if applicant is not the owner of the property)
- Organizational Documentation (Articles of Incorporation, LLC Operating Agreement, et.)
- If incorporated, evidence that applicant has authorization to apply for grant program
- Evidence of Tenant's Right to Make Improvements, if applicant is tenant or lessee (signed)
- Evidence of Business Ownership (lease)
- Copy of Business Tax ID
- Copy of current property tax statement
- Copy of Grant Deed
- Copy of current City of Montebello Business License
- SAM.gov Registration Verification
- Evidence of current property **and** fire insurance
- Proof of Funds to contribute \$1,250.00 – most recent bank statement (all pages)
- Statement of Project Description: A written statement of what the façade project will involve
- Color photographs of the storefront - include all sides of the building and property
- Detailed Cost Estimate Bids for Proposed Improvements: *You must submit a minimum of three cost estimates from qualified contractors.* Estimates will include details of the approved scope of work

**Additional documents may be requested*