

Required Documents

All required documents listed below must be uploaded as directed at the end of the Survey Monkey online application. You will not be able to submit your application without uploading the required documents.

- Official business documentation (i.e., certificate of incorporation, insurance certificate, bank statement, tax documentation, etc.) identifying the applicant business or organization as a legal entity
- Estimate(s) for each project component (i.e., demolition, installation, materials) from a licensed (if required), insured vendor or contractor reflecting work to be performed and costs
- Photographs or renderings of proposed improvements (i.e., proposed design, layout, and/or 'feel', product renderings, etc.)
- Color photographs of existing conditions of the building, including photographs of the entire façade as a whole and photographs of specific items to be addressed
- Facade Improvement Program Budget Sheet that includes a breakdown of the total estimated project costs ([available for download here](#))
- Property Owner Consent and Declaration Form, including verification of lease term, if applicant is a commercial tenant ([available for download here](#))
- Documentation regarding fresh produce inventory (i.e., current invoices in the name of the business, inventory log, etc.), if applicant is a convenience retail store