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**CITY OF WESTMINSTER**  
56 West Main Street, Suite 1  
Westminster, Maryland 21157

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**TELEPHONE:**  
Local (410) 848-9000  
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## **City of Westminster Façade Improvement Program (FIP) Application**

### **Checklist**

Please assemble the application package in the sequence indicated below and label each item. Check off each item to ensure you are submitting the **required** material, including:

- Completed Application
- A minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- A minimum of two bids on contractor letterhead detailing the proposed work
- Additional information (optional)

Prior to submitting an application, applicants can meet with the Main Street Manager in regards to the project.

**General Information**

**Name of Applicant:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Project/Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Applicant is the:**

- Property Owner
- Business Owner
- Other: \_\_\_\_\_

**How long has the business been at the current location?** \_\_\_\_\_

\_\_\_\_\_

**When does your current lease expire?** \_\_\_\_\_

**Do you have the option to renew your lease and do you intend to do so? What are the terms?**

\_\_\_\_\_

\_\_\_\_\_

**Property owner's name (if different from applicant):** \_\_\_\_\_

\_\_\_\_\_

**Property owner's address:** \_\_\_\_\_

\_\_\_\_\_

**Property owner's phone number/email:** \_\_\_\_\_

*Note: If you are not the property owner, the property owner or an authorized representative must co-sign this application where indicated in the "General Conditions" section of this application.*

**Project Details**

Please describe below, or via a supplemental attachment, the proposed improvements to the property. The following required information must accompany this application:

- Minimum of two color photographs that show existing building conditions
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Minimum of two bids on contractor letterhead detailing the proposed work



**How much funding assistance are you requesting?\*** \_\_\_\_\_

\* Please Note: This is a 50/50 matching grant program

**Proposed start date:** \_\_\_\_\_

**Estimated completion date:** \_\_\_\_\_

(Note: Any project submitted for funding should commence within two (2) months of the award and be completed within six (6) months of commencement.)

**In conjunction with this project, are you completing any other renovation/rehabilitation work to the property (interior or exterior)?**

- No
- Yes

If answer is “yes” to above question, describe additional work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated cost of additional work to the property:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**City of Westminster use only:**

Approval: \_\_\_\_\_

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

**General Conditions**

- It is expressly understood and agreed that grant proceeds are a matching grant at 50% by applicant and 50% from the Maryland Department of Housing and Community Development.
- It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
- It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
- It is expressly understood and agreed that the applicant will not seek to hold the City of Westminster, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.
- The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.
- The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti and trash, and sweeping and shoveling in front of the property.
- The applicant authorizes the City of Westminster to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in promotional materials and press releases.
- The applicant has read and understands the “City of Westminster Façade Improvement Program Overview” document outlining program guidelines and procedures.
- The applicant understands that the City of Westminster reserves the right to make changes in conditions of the Façade Improvement Program as warranted.

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*If applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below.*

**Owner Authorization**

As owner of the property (insert address) \_\_\_\_\_

I have reviewed the above application and authorize operator of \_\_\_\_\_ at said address to perform the improvements described above as part of the City of Westminster Façade Improvement Program.

**Signature of property owner or authorized representative:**

\_\_\_\_\_  
**Date:** \_\_\_\_\_