

Village of Sutherland Economic Development Program Property Improvement Program Application

Applicants need to discuss their proposed improvements with the Village of Sutherland Economic Development Program Administrator before the application is submitted.

Please ensure that all requested items have been included in your submission. It is important to provide the necessary documentation to avoid delays in the processing of your application.

Guidelines for businesses:

- Signage: A property may receive a loan for up to \$10,000 at one-half the current prime rate or 3% interest, whichever is lower for three years OR a grant may be requested for 50% of the total project, but not to exceed \$5,000.
- Façade and/or Sidewalks: A property may receive a loan for up to \$20,000 at one-half the current prime rate or 3% interest, whichever is lower for five years OR a grant for 50% of the project, but not to exceed \$10,000.

Guidelines for residential properties:

- Structure demolition and/or Sidewalks: An applicant may receive a loan for up to \$20,000 at one-half the current prime rate or 3% interest, whichever is lower for five years OR a grant may be requested for 50% of the total project, but not to exceed \$10,000.

PART 1 – GENERAL INFORMATION	
Applicant Name:	
Company Name:	
Mailing Address:	
City, State, Zip:	
Business Phone:	Home Phone:
Email Address:	
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant	
If the applicant(s) is not the property owner, provide the following information:	
Property Owner: _____	
Address: _____	
Phone: _____	
Address of building or property to be renovated or demolished:	

PART 2 – PROJECT OVERVIEW

Project Costs – Describe in detail the proposed “project” being undertaken (e.g. awning addition, architectural renovation, window replacement, painting, etc.) **Demolition and clearance projects require at least 2 bids to be submitted.**

Description of Proposed Work	Contractor/Sub	Estimated Cost
Total Estimated Cost:		
Applying for: <input type="checkbox"/> Grant <input type="checkbox"/> Loan If loan, term: <input type="checkbox"/> Maximum <input type="checkbox"/> Other: _____		
Property Improvement Amount Requested		

When will the project start?
Estimated Days/Months for Completion:
All projects shall have one year from approval notification to complete project in order to be eligible for program payments.
Has any portion of the project been started yet? <input type="checkbox"/> Yes <input type="checkbox"/> No Any portion of the project started prior to an agreement resulting from this application will not be eligible for assistance.

PART 3 – ATTACHMENT CHECKLIST

Written Bids/Quotes for all work to be completed Demolition and Clearance Activities require two bids.	<input type="checkbox"/> Included
Rendering or Sketch of Proposed Improvements	<input type="checkbox"/> Included
Color and Materials Samples for Proposed Improvement	<input type="checkbox"/> Included
Photographs of the Current Building	<input type="checkbox"/> Included
Lincoln County Treasurer – Real Estate Taxes Current?	<input type="checkbox"/> Included
Additional information may be requested as needed.	<input type="checkbox"/> Included
Comments:	

Village of Sutherland Economic Development Program

Demolition Application

Only need to complete if demolition is in scope of project.

PART 1 – GENERAL INFORMATION

Current Use of Structure: Residential Commercial

Lien holders and/or assessments held against the property:

Occupancy Status: Vacant for 5 years or more Vacant for less than 5 years
 Occupied

If occupied, please explain status and nature of the occupancy:

Has this property ever been tested for:

Lead-based paint? Yes: Date tested _____ No/Unknown

Asbestos Material? Yes: Date tested _____ No/Unknown

Hazardous Material? Yes: Date tested _____ No/Unknown

If yes, please advise when testing occurred and provide a copy of the report.

Future Development Plans – Please check one

- New Home
- New Structure
- New Business
- Community Project
- Maintain as vacant

Applicant MUST describe the future development plans for the property, including the nature and proposed timeline of the future development:

PART 4 – CERTIFYING OFFICIAL(S)

By signing this application, the applicant acknowledges that he/she has authority to act on behalf of owner if applicant is different from owner.

The applicant further guarantees:

The Property Improvement Program is a redevelopment funding reimbursement program and that any contract or agreement for renovation or demolition services is solely between the applicant and independent contractor that is providing the services.

That structure waste debris and any other materials will be properly disposed of at a state-approved disposal facility.

Applicant will hold elected officials, officers, directors, and employees of the Village of Sutherland Economic Development Program, Citizens Advisory Review Committee, Program Administrator, and the Village of Sutherland harmless from and against any and all loss, liability, damage and/or injury, including reasonable attorney’s fees and/or court costs, which may be caused during the demolition or clearance activity.

I (we) hereby certify that the statements made by me (us) are true and correct to the best of my (our) belief and knowledge.

Signature of Applicant:

Date:

Printed Name and Title:

IF JOINT APPLICANT(S), PLEASE COMPLETE BELOW

Signature of Joint Applicant:

Date:

Printed Name and Title:

Signature of Joint Applicant:

Date:

Printed Name and Title:

Signature of Joint Applicant:

Date:

Printed Name and Title:

CITIZEN ADVISORY REVIEW COMMITTEE USE ONLY

Date Application and Supporting Documents Received:

Date Due Diligence Review by Program Administrator Completed:

Application Approved by the CARC: Yes No Date:

Loan/Grant Approved by the Loan Committee: Yes No Date:

Loan/Grant Approved by the Village Board of Trustees: Yes No Date:

If not approved, see Denial form for reasons.

Approved Amount and Terms
