

**Village of North Collins
Downtown Building Revitalization Program**

APPLICATION

A. Property Owner Information

Name of owner: _____

Mailing address: _____

Telephone number: _____ days : _____ evenings: _____

Fax: _____

E-mail: _____

B. Business and Property Information

1. **Address of property:** _____

2. Name of business(es): _____

3. Total # of Commercial Units _____

4. # of Commercial Units Vacant _____

5. # of Commercial Units Improved w/ funding _____

6. # of Commercial Units Created w/ funding _____

7. Total # of Residential Units _____

8. # of Residential Units Vacant _____

9. # of Residential Units Improved w/ funding _____

10. # of Residential Units Created w/ funding _____

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C. Financial Information

1. **PLEASE ATTACH PROOF FROM A FINANCIAL INSTITUTION (LETTER OF INTEREST OR COMMITMENT OR STATEMENT ON FINANCIAL RESOURCES), OR CURRENT BANK ACCOUNT INFORMATION, THAT DEMONSTRATES YOU HAVE THE FINANCIAL RESOURCES TO COMPLETE THIS PROJECT.** Please note the NY Main Street program provides reimbursement grants after the project is complete.

2. Is there a mortgage? If yes, are payments current?
Who holds the mortgage? Name: _____
Address: _____

3. Are there any liens, other than the above listed mortgage?
If yes, describe. _____

4. Taxes/Insurances
 - a. Are all property, water and sewer taxes paid to date? Yes No
If no, which taxes are not current? _____

 - b. Do you have property insurance? Yes. No
If yes, is it paid to date? Yes. No

D. Proposed Improvements

1. **PLEASE ATTACH AN ESTIMATE, PREPARED BY A CONTRACTOR OR DESIGN PROFESSIONAL (i.e. Architect or Engineer), THAT PROVIDES THE SCOPE OF WORK AND ESTIMATE FOR THAT WORK**

2. Please list any local approvals that will be needed to advance the project:

- E. **Copy of Deed** – please provide a copy of the deed for the property

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F. Conflict of Interest (If there are any conflicts they will need to be disclosed prior to receiving approval)

1. Are you an official, employee, agent, consultant or member of any board or agency of the Village of North Collins?

Yes _____ No _____

If yes, please describe your position: _____

2. Are you related by blood or marriage to any official, employee, agent, consultant or member of any board or agency of the Village of North Collins?

Yes _____ No _____

If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe your relationship:

3. Do you have any corporate, partnership, landlord-tenant-or other business relationship with any official, agent, consultant, employee or member of any board or agency of the Village of North Collins?

Yes _____ No _____

If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe the business relationship:

4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of any board or agency of the Village of North Collins (check any that are applicable, if other, please describe):

___ Purchaser or Seller of Goods - please describe _____

___ Loan or Grant Recipient- please describe _____

___ Provision of Services - please describe _____

___ Other - please describe _____

Please review the certifications on the following page, which are part of this application, before signing below. Compliance with the certifications and all other Building Improvement Program procedures is required. All owners must sign.

Signature

Printed Name

Date

Signature

Printed Name

Date

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Ownership

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Village of North Collins immediately. Failure to do so may result in denial or termination of NY Main Street participation.

Application Information

To the best of my/our knowledge, all of the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The Village of North Collins is hereby granted permission to verify any of the information in the application in any appropriate manner.

Taxes

I/We understand that all taxes must be paid for the property to be improved with NY Main Street resources and for all other properties in the Village of North Collins owned wholly or in part by me/us. I/We understand that no NY Main Street contracts will be signed unless all taxes and service charges are current.

Understandings if Project is funded

I/We understand that any contract for work paid for in part by the NY Main Street will be between the contractor and myself/ourselves and I/we should **NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING BY THE Village of North Collins**. I/We understand that the receipt of NY Main Street assistance is subject to satisfactory completion of the approved work. I/We also understand that the Village of North Collins is not responsible or liable for any breach of contract, faulty workmanship, accidents, liability or damage that may arise from my/our relationship with the contractor. I/We further understand that the Contractor cannot begin work on my/our property until a **WRITTEN NOTICE TO PROCEED** is issued to me/us and the Contractor by the Village of North Collins. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals received.

Competitive bids will be solicited for all of the NY Main Street projects. I/we understand that if I/we choose a qualified contractor who is not the lowest bidder, the reimbursement will be based on the lowest bid. I/we also understand that bids from Minority and Women-owned business will be requested per the program guidelines.

I/we understand the NY Main Street program is a reimbursement program and that we will be reimbursed up to 75% of our project costs after the project is complete and paid in full as evidenced by paid invoices and cancelled checks.

I/we understand that before proceeding with the project New York State will require compliance with an Environmental Checklist including, but not limited to, NY State Historic Preservation Office (SHPO) approval, local zoning, site disturbance, lead-based paint and asbestos.

I/we understand that a Declaration will be filed at the County Clerk's Office that requires, for a five year period, that all improvements funded with NY Main Street funds will be kept in good condition and that any residential units improved with NY Main Street funds will be maintained as affordable per NY Main Street rent limits.