



Application for FAÇADE IMPROVEMENT GRANT

Application deadline: November 30th of the year preceding the application

For Office Use Only		
Property Roll Number:	Taxation Year:	Legal Description:
Date Received:	Date Approved:	Approved By (initials):
Grant Amount Approved:		
Does the Property have any outstanding accounts with the Town of Fox Creek? <input type="checkbox"/> Yes <input type="checkbox"/> No		Amount:

Part I – Applicant Information

1. Owner / Applicant / Agent / Architect:

Please list the contact information for each of the following (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Applicant:*		Telephone:
		Fax:
		Email:
Owner:**		Telephone:
		Fax:
		Email:
Agent or Solicitor:*		Telephone:
		Fax:
		Email:
Architect/Contractor:		Telephone:
		Fax:
		Email:

*An Owner's authorization is required if the applicant is not the owner. If the applicant is a prospective purchaser, also attach a copy of the Offer to Purchase.

** If there is more than one owner, attach a list of each owner. If the owner is a company, provide the name and address of company owner(s).

2. Primary Contact:

Correspondence relating to this application should be sent to (select one only):

- Owner
 Applicant
 Agent / Solicitor
 Architect / Contractor



Part II – Property Information

3. Property Information:

3.1 Location and Description of Subject Land(s):
Civic Address (Street # and Street Name)

3.2 Please provide a brief description of the property improvements being applied for (you will be required to provide a drawing/sketch of these improvements in Section 7 of this application):

4. Design Professional Information (if applicable):

Name	Mailing Address & Postal Code	Contact Information
Design Professional:		Telephone:
		Fax:
		Email:
Firm Name:		Telephone:
		Fax:
		Email:

5. Construction Schedule:

Approximate date of construction commencement: _____

Approximate date of construction completion: _____



6. Current Photograph(s) of the Façade.

Please staple, tape or attach the photograph(s) in the space provided below. If you are providing more than two pictures, please attach it to a separate page.



7. Drawings/Sketches of the Proposed Improvements to the Existing Façade.

Please draw/sketch the proposed improvements to the façade in the space provided below or attach it to the application.

8. Applicant's Acknowledgement:

The Applicant hereby acknowledges:

- That this application and the attached supporting documentation, information and materials, if any, contains information collected and maintained specifically for the purpose of creating a record available to the general public and is open to inspection by any person during normal office hours pursuant to the provisions of the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
- That conceptual development plans and/or drawings submitted with this application are not reviewed for compliance with the Alberta Building Code and/or related regulations;
- That submission of this application constitutes tacit consent for authorized Town staff representative(s) to inspect the subject lands or premises, and to carry out any inspections, tests and investigations as may be required;
- That additional information and/or materials may be required, and therefore, the application may not be deemed complete, nor processed unless the additional information and/or materials are submitted.

Questions about the collection and inspection of this information should be directed to: Town of Fox Creek, P.O. Box 149, 102 Kaybob Drive, T0H 1P0, Telephone: 780.622.3896

9. Owner's Authorization:

If the applicant is not the owner of the land that is the subject of this application, then written authorization by the owner, authorizing the applicant to prepare and submit the application **must** be attached, or the owner **must** complete the authorization set out below.

Is written authorization attached?

- Yes No

If **No**, then the following Owner's Authorization for the Agent to prepare and submit the Application **must** be completed (please print):

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to prepare and submit this application on my behalf.

Signature of Owner

Date

10. Declaration:

I, _____ (please print), of the _____ (for example Town of Fox Creek), make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the Sections above is true.



Sworn (or declared) before me at the _____ (for example Town of Fox Creek) this
____ day of _____, in the year _____.

Applicant

Commissioner of Oaths

**Application will not be processed where
application forms are incomplete.**



Check List

- Is the application form complete?
- Have you provided detailed explanation, written and graphic, of the improvements to be made?
- Have you provided current photographs of the building façades?
- Have you provided a statement indicating how the project reflects the principles of the Facade Improvement Design Guidelines?
- Have you provided an explanation of the elements for which you are seeking reimbursement?
- Have you provided the property owner's authorization?
- Have you signed a declaration?