

## **Application Procedure**

Applications are reviewed on a first-come, first-served basis. The project is administered through the Town of Frederick and approved through the Town of Frederick Revolving Loan/Grant committee upon the recommendation of a participating financial institution.

The applicant recognizes that the Town of Frederick Revolving Loan/Grant committee will not process a pre-application that is not complete. Incomplete pre-applications will be returned to the applicant for completion. Town of Frederick staff will work with the applicant to provide technical assistance to develop a complete application packet with required attachments.

### **Pre-Application - Attachments to application:**

- Building Owner approval letter if tenant is applicant
- Pictures of existing and description of improvements
- Preliminary Estimate of Costs
- For Start Up: Business Plan (if applicable)
- Release for Credit Check
- Application Fee: \$50 (Refundable unless loan is not approved)

### **Final Application Review**

Attachments to application

- Building Permit (if Town required)
- Letter of Application from Financial Institution (if portion financed)
- Letter of Reference from Financial Institution and/or Others (if owner/occupant financed)

### **For application and information contact:**

Town of Frederick P.O. Box 435 – 401 Locust Street – Frederick, Colorado 80530 – 720.382.5500 –  
jsimmons@frederickco.gov

### **Approval Notice**

#### **Preliminary Approval:**

At this time there will be an on-site inspection of the property with the applicant(s) and loan committee to review the applications. After this inspection, the loan committee will make a preliminary decision on the status of the application.

The applicant will be notified in writing via mail, fax, or email of the preliminary approval of the loan (approval pending financial review).

#### **Final Approval:**

Applicant must submit a final itemized estimate including all changes in design/concept to the loan committee. Committee will base final approval on recommendation from financial institution.

#### **Pre-Qualified Applicant:**

Applicants can be pre-qualified for receipt of loan. Approval and award of loan will be given as funds allow.

In the event that an applicant is pre-qualified for a loan, no cost expended by the applicant for façade improvement *prior to confirmation of available Revolving Loan funds* will be reimbursed. Confirmation of funds available for loans through the Town of Frederick Revolving Loan program will be in writing.

The loan committee currently meets on an as-needed basis. This is subject to change without notice should

the committee deem it necessary.

### **Payment Procedures**

- Work must be completed within one (1) year of applicant approval.
- Loan will be in the form of a reimbursement program. The work will have to be complete and inspected by a representative of the loan committee and by City code inspector if applicable prior to payment.
- If already paid, business will submit project invoices and proof of payment. If not yet paid, business will submit invoices and check will be written to business and contractor (if involved).
- Loan Applicant will sign promissory note in the amount of the loan.
- Town of Frederick reserves the right to initiate a security lien on furniture and fixtures at time of loan funding.
- Loan to applicant will be paid within five (5) business days of submittal of invoices/proof of payment.
- Applicant installment payments of principal and accrued interest will be paid monthly, with a maximum term of three (3) years, subject to agreement between the applicant and participating bank.
- All out of pocket closing costs and recording fees will be the responsibility of the applicant.
- The Town of Frederick Revolving Loan Fund processing fee will be deducted from the final payment if all payments are completed as scheduled.

Town of Frederick, Colorado  
**FACADE IMPROVEMENT PROGRAM**  
**Pre-Application Form**

Name of applicant \_\_\_\_\_

**Business Information**

Name of business \_\_\_\_\_

Legal Structure:  Sole Proprietor  Corporation (S or C)  Limited Liability Company (LLC)  
 Limited Partnership (LP)  Limited Liability Partnership (LLP)

Address of business \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

Type of business \_\_\_\_\_

Number of years in business \_\_\_\_\_ If new, anticipated opening date \_\_\_\_\_

**Personal Information**

Address of applicant \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_

**Property Information**

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

Applicant is the  Property Owner  Business Owner  Other \_\_\_\_\_

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

Property owner's address \_\_\_\_\_

Property owner's phone number \_\_\_\_\_

If the property is leased by the applicant, when does current lease expire? \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative write letter verifying physical improvements to façade and attach to the application.*

**Proposed Facade Improvements**

Please describe the proposed improvement to the property. Include two color photographs showing existing building conditions. If you have any additional building information, such as measured site plans, architectural documentation for improvements, sketches, and construction cost estimates please include them with your application.

*Description of proposed improvement (e.g., new doors/windows, signs, lighting, paint, etc.):*

Proposed project budget \_\_\_\_\_ Desired completion date \_\_\_\_\_

How much funding assistance are you requesting? \_\_\_\_\_  
*(Maximum financial assistance is \$10,000)*

Source of Funds:	Percentage	(%)
Amount Applied for from Town:	_____	_____
Amount Applied for from Bank:	_____	_____
Amount Provided by Applicant:	_____	_____
Amount Applied for from Other:	_____	_____
Total Sources of Funds:	_____	_____

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Would you like Design Assistance (no cost to business or property owner)?     yes     no

**Pre-Application Checklist**

***Attachments to application:***

- ✓ Building Owner approval letter (if tenant is applicant)
- ✓ Pictures of existing façade and description of improvements
- ✓ Preliminary Estimate of Costs
- ✓ For New Business Start-Up: Business Plan
- ✓ Release for Credit Check – Credit Authorization
- ✓ Application Fee: \$50 (Refundable fee if loan is approved)

**CREDIT AUTHORIZATION**

I hereby authorize Town of Frederick, Colorado to conduct credit investigations and verifications and to obtain credit bureau reports (including consumer and/or business credit reports) on the undersigned and any other entity of which I am a principal.

In addition, and notwithstanding anything to the contrary, I also expressly authorize the release of any financial/organizational information or data from third party sources (Banks, Financial Institutions, Insurance Companies, Attorneys, Accountants, Credit Unions, etc...) to Town of Frederick, Colorado upon written or verbal request.

"  
"

\_\_\_\_\_  
Date .....(Signature) .....(Printed Name)

\_\_\_\_\_  
Date .....(Signature) .....(Printed Name)