



BUSINESS SIGNAGE PROGRAM Application Form

GENERAL INFORMATION

Name of Applicant(s):

Email Address:

Phone Number:

PROJECT PROPERTY

Street Address:

City:

Province:

Postal Code:

Legal Description:

Roll Number:

Mailing Address of Owner (if different from Project Property Address)

Street Address:

City:

Province:

Postal Code:

WORK ORDERS

Are there any outstanding work orders on this property (please attach copies of existing work orders to this application, if available)?

Fire Prevention	Yes	No
Property Standards	Yes	No
Building Code	Yes	No
By-law Enforcement	Yes	No



BUSINESS SIGN IMPROVEMENT

What type of business signage improvement will be realized through the program (select all that apply)?

- Replacement, repair, improvement, or installation of business signage;
- Removal of existing dilapidated business signs;
- Canopies or awnings that include/display the business name;
- Professional design services required to complete eligible work;
- Heritage information signage, if applicable.
- Others (please specify) –

Description of Project/Scope of Work (please attach sketch/plans for proposed signage):

Please attach copies of at least two (2) estimates for the proposed business sign improvement.

QUOTE #1 (total cost before taxes) –

QUOTE #2 (total cost before taxes) –



1. TAXES – WATER/SEWER

I/We certify that the property taxes and water/sewer for the project property are paid to date.

2. GOOD STANDING

I/We confirm and agree tax utility accounts are and will remain current for the duration of the improvements. I/We are not involved in any action or proceeding involving a claim for damage with the Municipality.

3. PERMITS

Work to be completed through this application cannot be started until written approval by the Municipality of West Nipissing has been received.

All required permits (building, demolition, etc.) must be obtained prior to the initiation of the proposed improvements.

4. CONFIDENTIALITY

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act and will be utilized solely for the application to the Façade Improvement Program.

5. CONSENT

The applicant(s) consents to the use of their name and address in connection with any program funding announcements.

I/We hereby certify that the information given herein is accurate and complete in every respect and may be verified by the Municipality. Any failure on behalf of the Municipality to verify the information provided is not a waiver of the Municipality’s rights.

Signature of Property Owner

Date

Title

Signature of Property Owner

Date

Title

I/We have the authority to bind the Corporation.



Witness

Date

For Office Use Only

Date Received _____

Information Complete _____

Information Verified _____

Grant Approved _____

Date Approved _____

Grant Rejected _____

Date Rejected _____



Checklist

Please ensure that the following information is included with your application:

Application form filled out, with required signature(s).

Applicant contact information.

Project property details (address, legal descriptions, etc.).

Financial Statements for the last 2 years.

Material confirmation of funds for the proposed improvements.

Articles of Incorporation and Schedule 50 (Corporations).

Photos of project property in its current state.

Proposed improvements, in detail.

Sketches/Plans of proposed improvements.

Work estimates from contractors (at least 2).

Development schedule with proposed start and completion dates.