

CITY OFFICES 100 West Fourth Street Waterloo, Illinois 62298 618.939.8600

Thomas G. Smith, Mayor

WATERLOO DOWNTOWN BEAUTIFICATION PROGRAM APPLICATION INSTRUCTIONS AND REVIEW PROCESS

The building owner must complete the attached Waterloo Downtown Beautification Program Application.

Please include the following in your description:

- 1. A clear, detailed description including diagrams of what will be done, materials used, colors, etc.;
- 2. Official cost estimates from contractors, vendors or the owner;
- 3. Two photographs of the existing building showing current conditions;
- 4. Any other architectural or site plan drawings required to fully describe the project.

All applications will be reviewed first for completeness. The Downtown Beautification Committee will make a recommendation to approve or disapprove the application to the Waterloo City Council within sixty (60) days. Approval by the City Council shall authorize the applicant to apply for any permits and begin work. All improvements must be made in compliance with the Waterloo Municipal Code and must be completed within six (6) months of City Council approval, unless extended. Upon completion, City staff will perform a site visit and review the project. Invoices demonstrating approved costs may be submitted at that time and the reimbursement will be processed for payment. Should an applicant fail to gain approval, the applicant may request a written record of deficiencies and reapply for funding.

Following approval, funding and completion of the project, the building owner, not the City of Waterloo, is responsible for maintaining improvements. Maintenance includes, but is not limited to; painting, repair, etc.

Applicant Name:					
	Name			T	elephone #
Applicant Address:					
	No.	Street	City	State	Zip Code
Name of Business:					
Business Descriptio	on:				
				Busine	ess Phone #
Business Address:					
Please check "Yes" or "No" for each question below:			Yes	s No	
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Are you or your business delinquent on any fee obligations?Are you or your business delinquent on any tax obligations?

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Waterloo	o, Illinois	62298
	618.93	

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Total project cost:	\$
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Funds requested: \$
(\$10,000.00 maximum reimbursement - see matching
reimbursement rules)

Start date:

Completion date:

Project description: (attach additional pages if necessary)

I affirm that the information provided in this application is true and accurate and that I am the authorized owner and agent of the subject property. I affirm that the improvements detailed will be made and maintained at my expense and hold harmless the City of Waterloo from any liability or damage resulting from the improvements. I understand that this is a reimbursement program, and I have received and read the attached document – Waterloo Downtown Beautification Program, under which matching funds may be provided.

Applicant signature

CITY OF WATERLOO USE ONLY

APPROVED – BUILDING INSPECTOR

Authorized signature

APPROVED – DOWNTOWN BEAUTIFICATION COMMITTEE

Authorized signature



on: (attacl

Date

Date