



City of Mt. Pleasant
 Mission-Pickard DDA
 320 W. Broadway
 (989) 779-5348

FOR OFFICE USE ONLY	
Date Received:	_____
Received by:	_____

APPLICATION - MISSION-PICKARD DDA FACADE IMPROVEMENT AND SIGNAGE INCENTIVE PROGRAM

ESTIMATED COST OF ELIGIBLE EXPENSES: \$ _____

Please see the Mission-Pickard DDA Facade Improvement and Signage Incentive Program Guidelines for a list of eligible expenses.

PROPERTY OWNER INFORMATION	
Project Address:	Parcel Number:
Owner Name:	Owner Telephone:
Owner Address:	Mobile Phone:
Owner City:	Owner State & Zip:
E-mail Address:	
Description of project:	
Estimated Start Date: _____ <i>Please note that all work must begin within 60 days and project must be completed within 120 days thereafter. Requests for time extensions must be submitted in writing and will only be approved upon the expressed written consent. Failure to begin work in 60 days forfeits placement in program and will require a new pre-application meeting and application.</i>	
Estimated Completion Date: _____ <i>All improvements shall be completed and reimbursement requested from the City within 120 days after the approval. It shall be the applicant's sole responsibility to make sure that all of the deadlines are met. All requests for extensions must be submitted in writing to the Mission-Pickard DDA staff liaison prior to the expiration of the initial deadline to complete the work and submit request for reimbursement. In the event that an applicant fails to comply with these deadlines or otherwise timely request an extension, the City may terminate its obligation to reimburse the applicant.</i>	

Owner Signature	Date

Important Information to Applicants:

PRE-APPLICATION MEETING

Interested parties are required to schedule a pre-application meeting to discuss the project. This can be done by calling the Mission-Pickard DDA staff liaison at (989) 779-5348. Pre-application meetings often address circumstances that would otherwise result in an application being denied.

COMPLETE APPLICATION REQUIRED

The application will not be scheduled for review by the Mission-Pickard DDA Staff Liaison and Building Official until it has been verified that all required information has been provided with the application. Required information includes two quotes for all equipment, materials and installation. **Incomplete applications or applications missing required information will be returned.** Please carefully review the requested information above to verify a complete application.

VERIFICATION OF PLACEMENT IN THE MISSION-PICKARD FACADE IMPROVEMENT AND SIGNAGE INCENTIVE PROGRAM

A letter will be emailed to you after review of your application from the Mission-Pickard DDA staff liaison stating your placement in the incentive program.

QUESTIONS

If you have any questions, please **contact the Mission-Pickard DDA staff liaison at (989) 779-5348 or downtown@mt-pleasant.org.**