

AUBURN DOWNTOWN DEVELOPMENT AUTHORITY  
FAÇADE IMPROVEMENT PROGRAM  
Application

Address of improvement: \_\_\_\_\_

Property owner information

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

List below the business names of all tenants on the property:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

I understand my participation in the program is conditional upon approval of my plans and specifications by the Auburn Downtown Development Authority and payment of grant funds is contingent upon certification by the City of satisfactory completion of all improvements in accordance with such plans and specifications and all requirements of the Auburn Downtown Development Authority (DDA) Facade Improvement Grant Program, and the DDA reserves the right to accept or reject any application.

I also understand that all improvements I intend for the property are being submitted as part of this façade grant application.

I also agree additional improvements to the property are not eligible for a grant for a period of five years after completion of the improvements in this application either by myself or a future owner of the property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*owner*

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Submit the following documentation as applicable with your completed application form:

- Documentation of current ownership
- Photographs & measurements
- Preliminary drawings
- Written description of improvements
- A business signage plan
- An exterior lighting plan
- Proposed time line (must be completed within one year)

Photographs:

The application shall include photographs that shows 90 degrees (or straight on) to the building. If the building is longer rather than shorter, then a series of overlapping photographs will be required to capture the entire building façade. A series of photographs need to be taken for each facade, including:

- One photo that is far enough back to capture adjoining buildings, walks, landscape curb lines, etc.;
- Another needs to be “head-on” filling the top and bottom of the view frame;
- A third photo needs to capture any details within the existing architecture, i.e. brick dental work, intricate moldings, glass or other ornate components and other related insets or setbacks that don’t show head on.

*Submit completed application and required documentation to:  
Auburn DDA, 113 E. Elm St., Auburn, MI 48611*