

**CITY OF PORTAGE  
BUILDING FACADE IMPROVEMENT  
LOAN PROGRAM APPLICATION**

Application No.: \_\_\_\_\_

1. Property Owner Information:

- a. Property Address \_\_\_\_\_
- b. Owner Name \_\_\_\_\_
- c. Tax I.D. (FEIN#) \_\_\_\_\_
- d. Phone Number/Email \_\_\_\_\_ / \_\_\_\_\_

2. Business Owner Information: (if different)

- a. Business Name \_\_\_\_\_
- b. Owner Name \_\_\_\_\_
- c. Tax I.D. (FEIN#) \_\_\_\_\_
- d. Owner Address \_\_\_\_\_
- e. Phone Number/Email \_\_\_\_\_ / \_\_\_\_\_

3. Brief Description of Proposed Improvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attached additional page(s) if necessary)

- 4. Estimated Project Cost: \$\_\_\_\_\_ (Minimum \$3,000)
- 5. Amount of Loan Funds applied for: \$\_\_\_\_\_ (Maximum \$5,000; 20% match required; 50% to be released upon approval; 50% upon completion)
- 6. Proposed start date: \_\_\_\_\_, (must be completed in 12 months)

**Attach:**

- 1. (3) complete sets of improvement plans and cost estimates**
- 2. Business Plan**
- 3. Proof of Property Insurance**
- 4. Credit report for applicant (property or business owner)**
- 5. List of business property to be used as collateral (UCC lien)**

**The undersigned applicant affirms that:**

- a. I am the Property/Business Owner and the information submitted is accurate to the best of my knowledge.
- b. I understand and agree to comply with the Portage Street Facade Improvement Guidelines.

Signature of Applicant \_\_\_\_\_Property Owner(s) \_\_\_\_\_ Business Owner(s)  
(check one or both as applicable)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner(s) (if only Business Owner is checked above – acknowledging application)

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

---

Internal Review Section – do not complete

**Plan Commission Review:**

Design Plan: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial, if applicable: \_\_\_\_\_

Building Permit Issued (number and date): \_\_\_\_\_

**Economic Development Revolving Loan Fund Committee Review:**

Zoning District: \_\_\_\_\_ Chamber Member: \_\_\_\_\_ Non Profit w/Commercial: \_\_\_\_\_

Historic Municipal Register: \_\_\_\_\_ If Y Approval: \_\_\_\_\_ Eligible Project: \_\_\_\_\_

Previous Loans by Property Owner: \_\_\_\_\_ by Business Owner: \_\_\_\_\_  
(Property Owner allowed 2 loans within 3 yrs; Business Owner allowed 1 loan in 3 yrs)

Application Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

City Obligations Ck (intl): \_\_\_\_\_ Personal Guarantee: \_\_\_\_\_ UCC Filing: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Loan \$: \_\_\_\_\_ Matching \$ \_\_\_\_\_  
(minimum \$3,000) (maximum \$5,000) (20% of loan\$)

50% Pd upon approval CK#: \_\_\_\_\_ Date: \_\_\_\_\_ 50% Pd upon completion CK# \_\_\_\_\_ Date: \_\_\_\_\_  
(lien waivers required)

Interest Rate 2%; Number of Months: \_\_\_\_\_; Monthly Payment\$: \_\_\_\_\_

First Payment Due: \_\_\_\_\_; Automatic Payment Setup: \_\_\_\_\_

Loan Pd in Full: \_\_\_\_\_ Within Terms: \_\_\_\_\_

Refund 50% Interest CK# \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_