



**Town of Fort Mill**  
**Façade Improvement Grant Application Form**

**RETURN COMPLETED APPLICATION TO:**

Penelope G. Karagounis, Planning Director  
Town of Fort Mill  
200 Tom Hall Street  
Fort Mill, SC 29715

**DUE DATE: November 30<sup>th</sup> of each year\***

\*Applications will be considered after the deadline if program funding is still available

**Email:** pkaragounis@fortmillsc.gov  
**Phone:** (803) 547-2034 ext. 1160

**APPLICANT INFORMATION**

Applicant(s) Name: \_\_\_\_\_

Applicant(s) Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

What is your legal interest in the property?\*  Property Owner  Tenant  Other: \_\_\_\_\_

\*If you are not the property owner, please provide a completed Owner Consent Form

**PROPERTY INFORMATION**

Property Address(es): \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

Property Zoning Classification(s): \_\_\_\_\_

Description of Property/Business(es): \_\_\_\_\_

Please provide the following information for ALL current and proposed tenants:

<b>Business/Tenant Name(s)</b>	<b>Owner(s) / Manager(s)</b>
_____	_____
_____	_____
_____	_____

**PROJECT DESCRIPTION**

Proposed Façade Improvements (Please provide as much detail as possible): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Anticipated Total Cost of Project (Including all improvements): \$ \_\_\_\_\_

Anticipated Total Cost of **GRANT ELIGIBLE\*** Façade Improvements: \$ \_\_\_\_\_

\*For a list of eligible expenses, see the *Program Guidelines*

Total Façade Grant Amount Requested (Maximum \$5,000): \$ \_\_\_\_\_

**ADDITIONAL SUBMITTAL REQUIREMENT CHECKLIST:**

Please attach the following to the completed application:

- Owner Consent Form (if applicable)
- Photographs of all existing façades, including front, rear and side (if applicable)
- Color plans, drawings and/or elevations of all proposed improvements
- List and/or description of materials to be used
- Detailed cost estimates/bids for proposed improvements
- IRS W-9 Form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

**ACKNOWLEDGEMENT OF PROGRAM RULES**

I have completed this form to the best of my knowledge and authorize the Town of Fort Mill, its Staff, and the Façade Improvement Grant Committee to process this application and review the submittal according to the *Program Guidelines* and all governing standards. I acknowledge that the Town reserves the right to require additional information if requested. I acknowledge that the submittal of this application shall not guarantee approval or awarding of funds. I acknowledge that I have reviewed the Program Guidelines and agree to follow those guidelines and applicable governing standards. Furthermore, I acknowledge that the Town of Fort Mill, its Staff, and/or the Façade Improvement Grant Committee shall not be party to, nor accused of, nor be held liable for any legal or financial disputes that may result between myself and any other parties acting upon this application.

\_\_\_\_\_  
Applicant Name Applicant Signature Submittal Date