



Cuyahoga County 2014 Storefront Renovation Program Instructions

SECTION A: APPLICANT INFORMATION

Date: Enter Date you have filled out the PRE-Application.

Name: Enter Name of Property Owner for the property you are applying for.

Address: Enter the Address the property owner lives at.

City: Enter Name of the City the property owner lives in.

Zip code: Enter zip code for the property owner residence.

Council District: Enter Council District Number for the city where owner lives.

Phone Number: Enter phone number of the Property Owner who is applying.

Federal Tax ID #: Enter social security number for the owner, or the Business Tax ID # for the business that owns the building that is applying for the Rebate.

E-Mail: Enter E-mail address for the person applying for the Rebate.

SECTION B: PROPERTY INFORMATION

Vacant: Is the property vacant at the time of application? Circle-NO or YES

Owner Occupied: Does Property Owner and operate a business in the applied for building? Circle-NO or YES

Leased: Does the Property owner Lease the Property? Circle- NO or YES

Property Address: Enter the address for the Property that is being applied for.

YOU ARE *NOT* AUTHORIZED TO START WORK

SECTION B: CONTINUED

City: Enter the name of the city where the property is located

ZIP: Enter the Property location zip code.

Council District: Enter Council District number for property applied for.

Permanent Parcel #: Enter the Parcel number for the property applied for as listed on County Auditors property information web site.

Census Tract(s): Enter census tract number(s) property applied for.

Area Blight designation: If property received an administrative blight designation check yes and submit the Signed City Determination from the Building Commissioner with the Pre-Application.

ITA: If the property is located in an ITA check yes and include a copy of the ITA/LMI map with the Pre-Application having the building location clearly marked on the map.

LMI: If the property is located in an LMI area check yes and include a copy of the ITA/LMI map with the Pre-Application having the building location clearly marked on the map.

Owner Representative NAME: Enter name of person authorized to act on behalf of the property owner who is the applicant.

Owner Representative TITLE: Describe duty or title of owner representative.

Phone Number: Enter phone number of owner's representative or Contact.

E-Mail: Enter E-Mail address for Owner representative or Contact.

If Owner occupied or Leased: Enter Name of Business operating at the property applied for.

Type of Business: Enter description of business occupying property applied for

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SECTION C: Estimated Project Cost Includes Davis-Bacon

Attach 2 comparable contractor cost estimates for each trade for the work to be completed that includes the applicable prevailing wage rates printed out from the www.wdol.gov web site. All wage rates that apply should be circled.

- Wage Rates:**
- 1) Go to the web site WWW.Wdol.gov
 - 2) Under Davis Bacon heading in center of page select: DBA WD's
 - 3) Select State: (OHIO), Select County: (CUYAHOGA), specify (CONSTRUCTION TYPE) if necessary, Select search.
 - 4) Wage determinations will display, PRINT ALL or Choose the type

TABLE: Enter Bidding contractor(s) name for each of 2 submitted bids.
Enter a brief description of work to be completed for each contractor.
Enter total cost of each Bid submitted.
Enter total project cost amount.

SECTION D: ESTIMATED REBATED AMOUNT

Project Cost X 50%: Multiply total project cost by .50 and write down number.

Total Eligible Project Cost: Enter in numbers the total project cost of all eligible items.

REMAINING PORTION TO BE COMPLETED BY CITY OFFICIAL

Pre-Application on behalf of: Enter property owner name.

Submitted to: Enter Name of City or Village

Received by: City official or Staff person signature entered here.

Date: Enter date received Month/Day/Year

Print Name: Print name of City official or staff person who signed when received

Title: Print title of city official or staff person.

Cuyahoga County Use Only- LEAVE "CUYAHOGA COUNTY USE ONLY" SECTION BLANK

S T O P

****SUBMIT TO COUNTY FOR REVIEW****

PLEASE SUBMIT

COMPLETED PRE-APPLICATION SIGNED BY BOTH THE APPLICANT AND THE MUNICIPALITY WITH THE 2 COMPARABLE COST ESTIMATES ATTACHED TO:

Scan and E-Mail to MTowarnicky@cuyahogacounty.us

OR

Mail To: Michael J. Towarnicky

Cuyahoga County Department of Development

Storefront Program

Reserve Square (1st Floor)

1701 E.12th Street

Cleveland, Ohio 44114

AFTER REVIEW: THE ACCEPTED AND COUNTY SIGNED PRE-APPLICATION WILL BE RETURNED TO THE MUNICIPALITY TO COMPLETE THE APPLICATION PROCESS.

STOREFRONT APPLICATION

A complete storefront application must include all the attachments that are listed on the Program Checklist (Page 3 of the pre-Application). It also must include the County signed and accepted Pre-Application with all requested Pre-Application documentation including the Signed and Dated Application Certification.

Sign and Date the Application Certification and return it with the Pre-Application and all the attachments to

Scan and E-Mail to MTowarnicky@cuyahogacounty.us

OR

Mail To: Michael J. Towarnicky
Cuyahoga County Department of Development
Storefront Program
Reserve Square (1st Floor)
1701 E.12th Street
Cleveland, Ohio 44114