



### APPLICATION FORM

#### Applicant Information

Name of Applicant: \_\_\_\_\_

Address:

Street Address

City

State

ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Application Date: \_\_\_\_\_

Applying For:  Commercial Exterior Grant  Commercial Interior Grant  
(√ ALL that Apply)  Area Acquisition Assistance

#### Building Information

Name of Business/Building: \_\_\_\_\_

Building Address:

Street Address

City

State

ZIP Code

Does the Applicant own the Building? YES NO  
**If NO, Please attach a letter from the owner expressing approval of the project**

Will this project correspond with a change in the building's use? YES NO

If YES, Please Describe: \_\_\_\_\_

#### Project Information

Project START Date: \_\_\_\_\_ Project COMPLETION Date: \_\_\_\_\_

Have you consulted with the Services of an Architect? YES NO  
If YES, List your architect: \_\_\_\_\_

Have you consulted with a Contractor? YES NO  
If YES, List your contractor: \_\_\_\_\_



## Submittal Check List

**Use this check list to ensure that all items necessary to apply for the Belle Plaine Business Incentive Program have been completed before submitting application:**

Owner(s) and tenant(s) both agree with the proposed projects to be completed. If Applicant is Building Tenant, Building Owner please sign your approval here: _____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Project design ideas have been submitted in written format with color schemes and drawings where available. This includes any structural work or repair, paint colors, awnings, signage, etc.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant has followed BPCDC's recommendation, guidelines, and standards of restoration.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant has provided cost estimates/bids of all proposed work with itemized estimates.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant agrees to submit all paid receipts at the completion of the project.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant has followed the City of Belle Plaine code requirements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant has complied with the requirements of this program as outlined in the Belle Plaine Community Development & City of Belle Plaine Business Incentive Program. Applicant understands any deviations from the agreed upon project plan may disqualify their business/building from receiving reimbursements.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant understands that a "Recommendation for Approval" from the BPCDC does not guarantee approval from the City of Belle Plaine City Council and funding will be paid when funds are available.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Applicant understands that the policies, procedures and incentives of the Belle Plaine Business Incentive Programs may be revised at any time without prior notice by Belle Plaine Community Development and/or the City of Belle Plaine who also retains the exclusive right to change, add to, eliminate, or modify the requirements and the incentives at any time at its discretion, with or without notice.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Signatures

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Application Fee

### Payable to: Belle Plaine Community Development

*Application Fee will be reimbursed to Applicant if Application is NOT Approved.*

<input type="checkbox"/> Non-member of BPCDC . (see <a href="http://www.growbelleplaine.com">www.growbelleplaine.com</a> ) Application Fee:	\$100
<input type="checkbox"/> Member of BPCDC Member Application Fee:	\$25

## Please Return the Application and Fee to

### Executive Director

Belle Plaine Community Development  
702 12<sup>th</sup> Street – P.O. Box 163, Belle Plaine, Iowa 52208

**APPLICATION NUMBER:** \_\_\_\_\_  
(Leave Blank—Office Use Only)

## Contacts

For additional information or questions regarding the Grant Application, please contact the following persons:

### Rachel Montgomery, Executive Director

Belle Plaine Community Development  
Phone: 319.434.6481  
Email: [director@bpcdc.net](mailto:director@bpcdc.net)

### Stephen Beck, City Administrator

City of Belle Plaine  
Phone: 319.444.2200  
Email: [cityadminbp@netins.net](mailto:cityadminbp@netins.net)