

**CITY OF CERES  
DOWNTOWN FAÇADE IMPROVEMENT PROGRAM  
PART 1 – DESIGN ASSISTANCE MATCHING GRANT  
APPLICATION NO. 16-**

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**APPLICANT INFORMATION:**

- 1) APPLICANT'S NAME: \_\_\_\_\_  
(FIRST) (INITIAL) (LAST)
- 2) APPLICANT'S MAILING ADDRESS: \_\_\_\_\_  
(PO BOX) (CITY) (STATE) (ZIP)
- 3) APPLICANT'S TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_
- 4) DO YOU: \_\_\_\_\_ OWN \_\_\_\_\_ RENT (MONTH TO MONTH) \_\_\_\_\_ LEASE THE PROPERTY?
- 5) IF LEASED, DATE OF LEASE EXPIRATION: \_\_\_\_\_
- 6) PROPERTY OWNER'S NAME (a Letter of Authorization from the owner, if other than applicant, is required):  
\_\_\_\_\_  
(FIRST) (INITIAL) (LAST)
- 7) PROPERTY OWNER'S ADDRESS: \_\_\_\_\_  
(NUMBER) (STREET) (CITY) (STATE) (ZIP)
- 8) PROPERTY OWNER'S TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

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**PROPERTY INFORMATION:**

- 1) STREET ADDRESS OF BUILDING/PROPERTY TO BE IMPROVED:  
\_\_\_\_\_
- 2) ASSESSOR'S PARCEL NUMBER: \_\_\_\_\_
- 3) BUSINESS OR SERVICE OFFERED ON PROPERTY: \_\_\_\_\_
- 4) CURRENT TENANT OF BUILDING: \_\_\_\_\_
- 5) BUILDING DETAILS: LENGTH OF BUILDING FRONTAGE (FACING PUBLIC STREET): \_\_\_\_\_  
BUILDING HEIGHT: \_\_\_\_\_ BUILDING SQUARE FOOTAGE: \_\_\_\_\_  
NUMBER OF BUSINESSES LOCATED IN BUILDING: \_\_\_\_\_  
APPROXIMATE AGE OF BUILDING: \_\_\_\_\_

CERTIFICATION BY APPLICANT

- I/we certify that the building owner is the owner of the property.
- I/we certify that there are no current code enforcement actions pending against this property or business.
- I/we have attached a copy of all current leases, if applicable.
- I/we have attached relevant photos of the building façade(s) to be included in this application.
- I/we have reviewed the DIF program overview and guidelines, have familiarity with responsibilities of each party and understand that:
  - The DFI Design Assistance Program offers a matching grant from the City of Ceres, not to exceed \$1,500.00.
  - The Applicant's share of the matching grant, not to exceed \$1,500.00 is to be paid in full at the time of application submittal and said application will not be deemed complete until this payment is received by the City.
  - Formal design assistance services are performed by a qualified architect or architectural firm selected by the City following a formal Review of Qualifications and the eligible architects/firms have been reviewed and approved by the Ceres City Council.
  - All design assistance services to be performed by third party contractor (architect or architectural firm) shall be subject of agreement between the City and contractor(s).
  - The applicant agrees to work collaboratively with the City and the third party contractor to facilitate meetings and discussions among all parties during the contractor's preparation of concept design plans and drawings to produce a final concept design illustrating the recommended exterior rehabilitation or renovations appropriate to undertake for the subject building and/or property.
  - The final concept design illustrations shall be presented at a regulated meeting of the Ceres Downtown Revitalization Area Board, for the review and comments from the Board.
  - Following preparation of the final concept design illustrations, the applicant and the City will each receive a copy of said illustrations and notes, that may include general cost estimates to subsequently undertake physical modifications and/or building renovations to said building.
  - Following the review by the Ceres Downtown Revitalization Area Board, the City shall make complete payment to the selected contractor(s) pursuant to the City's related agreement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Application received by (please initial): \_\_\_\_\_

Date received: \_\_\_\_\_

Date Application Deemed Complete for Processing: \_\_\_\_\_

**CHECK LIST OF REQUIRED INFORMATION FOR DFI DESIGN ASSISTANCE MATCHING GRANT APPLICATION:**

- ❑ Completed Application (two pages) with Signature(s)
- ❑ A minimum of two photographs of each side of the existing building/structure(s); and one photograph showing the exterior of the building's frontage, to include store front views of the buildings on either side of said building. If available, please include scanned copies of any historical photos of the building.
- ❑ A digital copy of the requisite photos on a flash drive or DVD/CD.
- ❑ If available, a copy of a plan showing the floor plan and/or wall layouts within the building (i.e., exterior doorways, exterior windows, transoms, or other structural elements) germane to exterior elements of the building.
- ❑ Letter of Authorization, if applicant is not the property owner;

**Note: Meeting the initial submittal requirements of the checklist associated with this application does not necessarily deem the application as complete. The City has thirty (30) days upon the initial submittal of the application to determine if the application is complete. The City reserves the right to require the submittal of additional information during the 30-day review period that the City deems pertinent to complete the application process.**