

# City of Gardner



## COMMERCIAL REHABILITATION PROGRAM

### Application for Assistance - Commercial Sign

**Instructions.** Only business owners may apply. Owners must answer all items; incomplete applications will be returned. If an item does not apply to your project mark it "N/A." Return your completed application with all supporting documents to the Department of Community Development and Planning, 115 Pleasant Street, Room 201, Gardner MA, 01440. For information or assistance contact the department in person or at (978) 632-3800.

**This application is for improvements to the business located at:**

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### Application Checklist

**Please be sure to include the following required items in your application.**

Your application is not complete until we have received the following items:

- Proof of business form
- Copy of sign permit application and supporting materials

EITHER  (a) Property deed, paid municipal tax bill and property insurance certificate;

OR:  (b) Business lease and property owner's release to erect sign

In certain cases, we may require further documentation. We will notify you if we require additional documents.

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Completed applications are processed on a first-come, first-served basis until funds are exhausted. Projects must meet program eligibility requirements and conform to applicable building codes, zoning regulations, and/or requirements for public accessibility. Other conditions may apply. Funding agency reserves the right to reject any application, to establish a priority system or waiting list for projects. Funded through a Massachusetts Community Development Block Grant administered by the Department of Housing & Community Development, and the City of Gardner.

**SECTION 1. - BUSINESS INFORMATION**

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Full name of Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business tax identification number: \_\_\_\_\_

Characterize the business. Is the business a(n):

- \_\_\_\_ individual or individuals?
- \_\_\_\_ Sole proprietorship?
- \_\_\_\_ Partnership?
- \_\_\_\_ Massachusetts Corporation?
- \_\_\_\_ something else?

(explain) \_\_\_\_\_

If this business operates under a name other than an individual's legal name, please provide proof of registration as a legal business, such as: a DBA certificate, articles of incorporation, a partnership agreement, etc.

**NOTE:** Where the Business is a legal entity other than an individual(s), then the City will require further documentation to designate an individual(s) legally authorized to act on the Business's behalf. Do not complete the certification on the last page. Complete all other items and contact the Department for further information.

Identify the names, addresses and title of all persons who are principal owners or officers of the business. Use extra pages if necessary.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Nature of ownership interest in business  
(owner, stockholder, proprietor, etc.): \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Nature of ownership interest in business  
(owner, stockholder, proprietor, etc.): \_\_\_\_\_



## **SECTION 2. - PROJECT INFORMATION**

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### **A. Property Information**

Does the business own the building where the proposed sign will go?    \_\_\_ Yes    \_\_\_ No

If “Yes,” provide:

- a) Property deed;
- b) Insurance certificate;
- c) Paid municipal tax bill.

If “No,” provide:

- a) The business’s lease;
- b) A release from the property owner authorizing the business to install the proposed sign on the building.

### **B. Project Information**

The business will need to obtain a permit for the sign. Signs must conform to the local zoning ordinance. Non-conforming signs require a variance from the Zoning Board of Appeals. The Commercial Rehabilitation Program can help you with the process of obtaining a variance, but cannot guarantee you will get a variance.

Attach the following items:

- a) a copy of the permit application;
- b) a scale drawing of the sign at a scale no smaller than 1/2” = 1’
- c) a written description of the proposed sign indicating materials, colors and message.

**SECTION 3. - DISCLOSURE AND CERTIFICATION**

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The program provides Deferred Payment Loans for eligible projects for 100% of the approved project costs. Loans are for a maximum of five years at 0% interest. Project costs may not exceed \$2,500.00. Borrowers execute a loan agreement, promissory note and a Uniform Commercial Code (UCC) Financing Statement for the loan, and agree to maintain the completed project for the term of the loan. Other conditions may apply.

Projects must meet program eligibility requirements and comply with applicable federal, state and local laws or regulations. All projects must comply with the City’s Zoning Ordinance. Business owners are responsible to obtain and pay for all necessary permits, licenses, and variances.

The property owner must document that the building complies with the state building code and, where applicable, Architectural Access Board requirements for handicapped accessibility.

The property owner must grant permission in writing to the Business to install the new sign.

**Owner’s Certification:**

The Business Owner hereby acknowledges that the information provided in this application, together with the required attachments or supporting documents, will be used by the City of Gardner to determine eligibility and obtain financial assistance. The Owner further acknowledges that the City may reject any application when, in the City’s sole opinion, the information provided by the Owner is incomplete, inaccurate or false in any material respect.

The Owner hereby certifies that the structure for which assistance is requested complies with existing building code requirements, including requirements for handicapped accessibility.

The Owner hereby certifies that all information provided herein is true, complete and correct, and agrees to be bound by Program regulations.

**BY:**  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)

**DATE:** \_\_\_\_\_

**OWNER**