
APPLICATION CHECKLIST

Use this checklist to help you remember all the pieces you need to submit with your Storefront Improvement application.

Remember to include this checklist with your submission.

- Completed application**
- Application Checklist** (this form)
- Copy of property deed**
- Copy of lease** (if occupied by a tenant)
- Project description** A written statement of what the Storefront Improvement project will involve. Provide as much detail as possible, including what you are changing or replacing, the types of materials to be used, colors, etc.
- Drawings of proposed Storefront Improvement** A concept drawing of what the storefront will look like after work is completed. For larger projects, include site plans. For smaller projects, a simple sketch may be appropriate. The sketch must include sufficient detail, including product sample sheets of design elements such as windows, doors, lighting, awnings, colors, type of materials. Note: The Storefront Improvement Manager can work with you to help you create these renderings.

