



**CITY OF PLAINFIELD  
UEZ PROGRAM  
SIGN & FAÇADE  
LOAN/GRANT APPLICATION**



Please Note: This application will be considered incomplete and will be returned to applicant if appropriate signatures are not included, items are not answered, check list is not completed, or required attachments are not included.

**I APPLICATION INFORMATION:**

UEZ Certified Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Daytime Phone #: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Have you received UEZ Sign & Façade Loan/Grant funds in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If so, when and what was the amount received: \_\_\_\_\_

**II. PROPERTY OWNER'S AUTHORIZATION**

I hereby certify that I own the property located at \_\_\_\_\_ in Plainfield, N.J. and that I/We am/are the property owner(s) of Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the tax map of the City of Plainfield. The said application is authorized by me/us and that I/We give full consent to the façade changes being applied for.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**III. BUSINESS OWNER'S AUTHORIZATION**

I hereby certify that I am the business owner of \_\_\_\_\_ located at \_\_\_\_\_ in Plainfield, NJ Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_ on the tax map of the City of Plainfield which is the subject of this application. The said application is authorized by me/I and that I give full consent to the façade changes being applied for.

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date



# CITY OF PLAINFIELD URBAN ENTERPRISE ZONE SIGN & FAÇADE PROGRAM

Economic Development  
515 Watchung Avenue – Room 206  
Plainfield, NJ 07060  
908-226-2513

## UEZ Sign and Façade Program

The Urban Enterprise Zone Assistance Fund is to be used for the purpose of assisting qualified municipalities in which enterprise zones are designated in undertaking public improvements and in upgrading eligible municipal services in designated enterprise zones.

The Sign and Façade Grant provides funds to target commercial/retail UEZ businesses with emphasis on upgrading and improving exterior commercial facades. This award will provide funds to qualifying businesses, increasing their consumer appeal and patronage.

The following terms and conditions govern the Plainfield UEZ Sign and Façade (S&F) Program:

- Applicants must be certified with the UEZ program at the time of application and remain so as stipulated below.
- Project physical design must meet the Plainfield UEZ Design Guidelines and be approved by the Economic Development Division and Planning Division.
- Plainfield UEZ Sign & Façade Program provides a maximum of \$25,000 or 75% of project funding on a reimbursement basis.
- The Sign and Façade Program covers exterior improvements only. These are:
  - a. Signage
  - b. Windows
  - c. Entrances
  - d. Façade/Frontage Face
  - e. Awnings
- Building should be made compatible with neighboring areas through the careful application of architectural design elements. An individual development plan shall not be considered on its own, both with sufficient regard to the existing streetscape neighborhood and to the City in general. Appropriate consideration and respect should be given to abutting and nearby properties.

Jeannette Aparicio, Assistant Secretary 908-226-2513 [jeannette.aparicio@plainfieldnj.gov](mailto:jeannette.aparicio@plainfieldnj.gov)

- Applicant is required to produce the following documents, as a condition for completeness review and possible approval to proceed with construction:
  - a. Provide a UEZ File Number.
  - b. 3 estimates for all work to be performed
  - c. Photographs of the current property exterior (Before and After according to proposal)
  - d. Sign & Façade form must be completed with original signatures.
- Project work commenced prior to UEZ approvals or other necessary approvals will not be reimbursed. All UEZ approvals will be given in written form and are at the discretion of the Economic Development Division.
- Reimbursements are made subject to proof of completion of approved construction, approval from appropriate municipal inspectors, including the Economic Development Division, copies of cancelled check/s with correspondent invoice/s, pictures showing construction.
- **BE AWARE: Though business owner can choose to hire any of the contractors who submitted estimates, The City of Plainfield will reimburse 75% of the lowest bid.**
- The City of Plainfield, its agents, employees or officers are not responsible for any contractor default, deficiencies in workmanship or materials associated with the applicant's sign, façade and /or other contracted performance.
- Upon the receipt of program funds, an applicant is required to exercise reasonable maintenance of all approved improvements to maximize program goals and secure public investments. Reasonable maintenance shall include, but not be limited to, keeping improvements clean, repaired and presentable.

Program Duration and Enforcement

- Program recipient, UEZ business owner/s shall be held responsible for repayment of subject program, UEZ project costs, should the UEZ certified business not remain certified within the UEZ Program for 6 nonconsecutive years.
- Repayment of subject program funding will occur on the below schedule.
  - a. Funding to be collected from the business owner/s and program beneficiary/ies may be executed in the following manner:

1 Year	100% Repayment of Program Funds
2 Years	80%
3 Years	60%
4 Years	40%
5 Years	20%
6 Years	0%

\* Permanent Improvements (PI), includes but is not limited to: entry doors, windows, sidewalks, exterior lighting, building structures and all surface improvements. PI does not include signage or awnings with business specific information imprinted on same.



CITY OF PLAINFIELD  
URBAN ENTERPRISE ZONE  
SIGN & FAÇADE PROGRAM

Economic Development  
515 Watchung Avenue – Room 206  
Plainfield, NJ 07060

**SIGN & FAÇADE APPLICATION SUBMISSION**  
**CHECK LIST**

- Your business must be within in the Urban Enterprise Zone.  
(If in doubt, you can find out in the Economic Development Division).
- Business must be registered under the UEZ program.  
UEZ File No. \_\_\_\_\_
- Proposed physical design must meet the Plainfield UEZ Design Guidelines.  
(You can request for a copy in the Economic Development).
- 3 Estimates must be submitted for all work to be performed.
- Photographs of the current property exterior and proposed improvements.  
(Before and After Appearance)
- The Sign & Façade form must be completed and signed by business owner and property owner.

**IMPORTANT:**

- Applications WILL NOT be accepted without all required information.
- The Economic Development Division is not responsible for obtaining any constructions permits.
- Construction done prior to receiving an approval letter from the Economic Development Division WILL NOT be covered under the Sign & Façade program.
- The City of Plainfield will deal directly and only with the business owner. No contractors are to contact the City of Plainfield to enquire payment processing.

Jeannette Aparicio, Assistant Secretary 908-226-2513 [jeannette.aparicio@plainfieldnj.gov](mailto:jeannette.aparicio@plainfieldnj.gov)



**CITY OF PLAINFIELD  
URBAN ENTERPRISE ZONE  
SIGN & FAÇADE PROGRAM**

**Economic Development  
515 Watchung Avenue – Room 206  
Plainfield, NJ 07060  
908-226-2513**

**SIGN & FAÇADE REIMBURSEMENT  
CHECK LIST**

- IN ORDER FOR BUSINESS OWNER/S TO BE REIMBURSED, THE FOLLOWING MUST BE SUBMITTED:
  - Contractor's paid in full invoice/s.
  - Copy/ies of cancelled checks payable to contractor.
  - Actual picture of business with the proposed and approved job.
  - Be in Tax Compliance with the state.
  - Letter of Work Satisfaction from business owner.