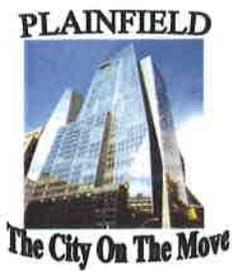


CITY OF PLAINFIELD
UEZ PROGRAM
SIGN & FAÇADE
LOAN/GRANT APPLICATION



PLEASE NOTE:

- ⇒ **THE UEZ SIGN & FAÇADE GRANT IS AWARDED TO THE PROPERTY/BUSINESS OWNER WITH THE INTENT TO BEAUTIFY AND ASSIST WITH THE CONTINUITY OF HIS/HER BUSINESS IN THE CITY OF PLAINFIELD. THIS GRANT IS NOT TO BE TAKEN AS A PROFIT/INVESTMENT OPPORTUNITY FROM PROPERTY/BUSINESS OWNER TO SELL THE PREMISES/BUSINESS.**
- ⇒ **PROPERTY/BUSINESS OWNER MUST DEMONSTRATE GOOD FAITH EFFORTS TO REMAIN AS A PROPERTY/BUSINESS OWNER IN THE CITY OF PLAINFIELD FOR AT LEAST FOUR YEARS FROM RECEIVING SIGN & FAÇADE GRANT BENEFITS.**
- ⇒ **CONSTRUCTION IS NOT TO COMMENCE UNTIL APPROVAL LETTER AND AUTHORIZATION TO PROCEED FROM THE CITY OF PLAINFIELD IS GRANTED.**
- ⇒ **FROM THE DATE OF YOUR APPROVAL LETTER, THERE IS A FOUR MONTH PERIOD ALLOWED TO HAVE TO PROPOSED IMPROVEMENT COMPLETED. IF ADDITIONAL TIME IS REQUIRED, PLEASE SUBMIT A WRITTEN DETAILED REQUEST.**
- ⇒ **ALL EXTENSIONS WILL BE CAREFULLY REVIEWED AND GRANTED BY THE ECONOMIC DEVELOPMENT DEPARTMENT ON A CASE BY CASE BASIS AND WILL BE SUBJECT TO AVAILABILITY OF FUNDS AND DEMAND FOR FUNDING ON OTHER PROJECTS.**
- ⇒ **THIS GRANT IS PROCESSED ON A REIMBURSEMENT BASIS.**



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



TERMS AND CONDITIONS

The UEZ Sign & Façade program is to be used for the purpose of assisting qualified municipalities in which urban enterprise zones are designated in undertaking public improvement and in upgrading eligible municipal services in designated enterprise zones.

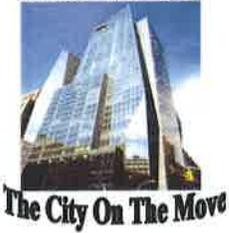
The UEZ Sign & Façade Grant provides funds to target commercial/retail businesses with emphasis on upgrading and improving exterior commercial facades. This award provides funds to qualifying businesses, increasing their consumer appeal and patronage.

The following terms and conditions govern the Plainfield UEZ Sign and Façade Program:

- ◆ Applicants must be registered under the Urban Enterprise Zone program, be in Tax Compliance and remain so as stipulated by the state of New Jersey.
- ◆ Project physical design must meet the Plainfield UEZ Design Guidelines and be approved by the Zoning Officer.
- ◆ The Plainfield UEZ Sign & Façade Program provides 75% of the total project funding up to a maximum of \$25,000.00 on a reimbursement basis.

The UEZ Sign and Façade Program covers exterior improvements only. These are:

- a. Signage b. Windows c. Entrances d. Façade/Frontage Face
- e. Awnings f. Lights g. Sidewalk h. Front Steps
- i. Parking Lot (if at least 50% if visible to the public)
- j. Outside Dining Furniture k. Decorating Accessories: Planters, Entrance Rugs, etc.

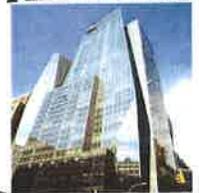


CITY OF PLAINFIELD
UEZ PROGRAM
SIGN & FAÇADE
LOAN/GRANT APPLICATION



TERMS AND CONDITIONS Cont.

- ◆ Applicant is required to produce the following documents, as a condition for completeness review and possible approval to proceed with construction:
 - A. 2 estimates for all work to be performed
 - B. Photographs of the current property exterior (Before and After according to proposal)
 - C. Sign & Façade form must be completed and signed
- ◆ Project work commenced prior to approvals will not be reimbursed. All approvals will be given in written form and are at the discretion of the Economic Development Department.
- ◆ Reimbursements are make subject to proof of completion of approved construction, approval from appropriate municipal inspectors, including the Economic Development Department, copies of cancelled check/s with correspondent invoice/s, pictures showing completed performance and letter of satisfaction from grantee.
- ◆ **BE AWARE: Though business owner can choose to hire any contractors who submitted estimates, The City of Plainfield will reimburse 75% of the lowest proposal.**
- ◆ Upon 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 limited to, keeping improvements clean, repaired and presentable.
- ◆ Any design changes post approval, **MUST** be provided to the Program Coordinator ASAP, and contractor is not to proceed without written approval from the Coordinator. (Award amount would be adjusted accordingly under the Economic Development Department's discretion and availability of funds).
- ◆ **Important:** After a five (5) year period, a business owner is allowed to re-apply for Sign & Façade benefits in order to update/replace any wear and tear needed, even if maximum benefits were received. Returning applicants, however, will not have first priority. The Program Coordinator can at its discretion, grant additional funds for additional improvements before the five (5) year period, if additional improvements are deemed necessary to maintain and maximize program's goals and objectives.



The City On The Move

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



Your business must be registered under the Urban Enterprise Zone. UEZ File No. _____

Business must be in Tax compliance with the State of New Jersey.
Business Name _____ Tax ID No. _____

Proposed physical design must meet the Plainfield Design Guidelines.
(You can request a copy in the Economic Development Department).

2 Estimates must be submitted for all work to be performed.

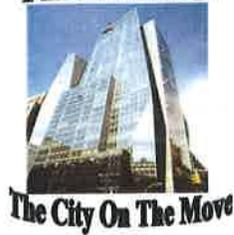
Photographs of the current property exterior and proposed improvements.
(Before and After Appearance).

The Sign & Façade form must be completed and signed by business owner and property owner.

W-9 Form , Business Registration Certificate (BRC) and Business Insurance Policy.

IMPORTANT:

- Applications WILL NOT be accepted without all required information.
- Construction done prior to receiving an approval letter, WILL NOT be covered under the Sign & Façade Program. (No exceptions).
- The City of Plainfield will deal **directly and only with the business owner.** Contractors are not to contact the City of Plainfield to enquire payment status.



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



♦ **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 check/s payable to contractor.
- Actual picture of business with the proposed and approved job.
- Be in Tax Compliance with the State of New Jersey
- Letter of Work Satisfaction from business owner.