



## Application for Architectural Design Services

### **Owner & Building Information**

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Building owner(s): \_\_\_\_\_

Business name/description (if occupant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Building address: \_\_\_\_\_ Tax parcel #: \_\_\_\_\_

Current usable sq. ft.: \_\_\_\_\_ No. of stories \_\_\_\_\_

Has building owner or prospective tenant applied for, plans to apply for, and/or received a façade incentive grant or revolving fund loan? \_\_\_\_\_

If so, which one, when, & how much? \_\_\_\_\_

### **Tenant Information (if applicable)**

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

Contact info: \_\_\_\_\_

Business name/description: \_\_\_\_\_

### **Rationale for Request**

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Describe the kind of architectural design services requested. What kind of work product or deliverable is needed (e.g., floor plan, elevation drawing, concept facade drawing, etc.) and how will it be utilized?

How will the architectural services provided by this grant make the building/space more marketable or usable?

If your request for architectural services exceeds the allotted grant amount, will you assume the cost of any additional services by the architect? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Architect Summary Assessment**

What work product(s)/deliverable(s) will be provided?

How many billable hours are required to complete the deliverable(s)? \_\_\_\_\_

What is the total cost of architectural design services requested? \_\_\_\_\_

***(Please attach and/or provide any additional professional assessment, work product, etc.)***

Your signature below indicates that you have read and understand the conditions of the IDEAL Program and that the information you have provided, to the best of your knowledge, is accurate and truthful.

\_\_\_\_\_ Date \_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_ Date \_\_\_\_\_  
Tenant Applicant (if applicable)

\_\_\_\_\_ Date \_\_\_\_\_  
Architect

<i>Office Use</i>	
Date Completed Application Received _____	Review Committee Comments _____
Date Approved by City Council _____	City utilities, fees, licenses current? _____