



**Façade Improvement Grant Program**

*City of Coos Bay*

**PRE-APPLICATION**

Name of applicant \_\_\_\_\_

Name of business \_\_\_\_\_

Address of business storefront or building to be rehabilitated \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Type of business \_\_\_\_\_

Applicant is the ☐ Property Owner ☐ Business Owner ☐ Other \_\_\_\_\_

If not owner of property, does applicant have lease: yes ☐ no ☐

If yes, Expiration Date: \_\_\_\_\_. If no, explain: \_\_\_\_\_

\_\_\_\_\_

Property owner or property manager's name (if different from applicant), address and phone number \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSED FAÇADE IMPROVEMENTS:** Please describe the proposed improvements to the property. Attach color photographs that show existing conditions of the façade proposed for renovation. Briefly describe proposed improvements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Signature

---

Date

**Steps for Applying for a Façade Improvement Grant**

1. Pre-application: Meeting and review with staff and the Design Review Committee
2. Application: Meeting and review with staff and Design Review Committee
3. Design Review Committee recommendation to the Urban Renewal Agency
4. Architectural Review: An architectural review by the Planning Commission is required for properties located in a design standards area. The Architectural Design Review application is available from the Public Works and Development Department
5. Urban Renewal Agency Approval

Return Pre-Application to:

COOS BAY URBAN RENEWAL AGENCY  
Economic Revitalization Administrator  
500 Central Avenue  
Coos Bay, OR 97420  
(541) 269-8924

***For staff use:***

Process/Step	Scheduled Yes/No	Date of Meeting / Correspondence
Review of pre-application; meeting with applicant and the Design Review Committee scheduled		
Applicant notified of DRC recommendation and application status		
Full application received		
Façade grant proposal scheduled for Urban Renewal Agency meeting		
Contact applicant with status of application; grant agreement prepared for signatures		