

## Hornell Partners for Growth 2011

### Exterior Sign & Awning Program Application

1. PROGRAM: Hornell Partners for Growth (HPG), the Hornell Business Improvement District is offering \$ 100-750 matching 50\50 grants for new signs.

2. PROGRAM PURPOSE: HPG seeks to improve the image of the City of Hornell by encouraging sign improvements to commercial buildings located in the B.I.D. area. As an economic incentive, HPG has developed a grant program for new signs installed on commercial buildings in the Hornell Business Improvement District.

3. PROJECT AREA: The City of Hornell, NY: Business Improvement District boundary.

4. GRANT AMOUNT: Matching grant up to \$750 for cost of signs with printed signage advertising the business name, address, and/or logo.

5. ELIGIBILITY:

Sign - projecting sign, window sign, hanging sign, sandwich board sign and signage in entryways or over windows used for printed advertising made of various materials: canvas, metal or vinyl. Excludes electronic box, back or front lit channel letter or illuminated wall signs.

6. GUIDELINES for SIGNS :

1. Front lit signage is encouraged. The goal is to deter back lit or internally lit box signs.
2. All signage is required to be professionally produced and installed.
3. All signs must comply with the City of Hornell sign ordinance. Applicant must obtain approval from the HPG Review Board.
4. A building permit must be obtained and the cost for the permit may be included in the contractor's bid.
5. Signs consisting of carved or raised letters or painted signs may be considered if lit from the front or above.
6. Rear entrance, alleyway, decorative canopies, auxiliary signs may be considered part of the program.
7. Repair or improvement to existing sign may be considered at the discretion of the HPG Review Board
8. Lighting costs are considered eligible if used to light sign at the front.
9. Labor, construction, and installation are eligible expenses.

## 7. NON-ELIBIGLE ACTIVITES

1. Exclusively residential and non commercial properties.
2. Property in litigation, mediation, condemnation, or receivership.
3. Property with outstanding code violation orders.
4. Property with any special assessments, delinquent real estate taxes, or delinquent personal property taxes.
5. Work completed before an application is submitted is not eligible.
6. Signs that depict "for lease" or "for sale" information.
7. Roof top, off premise, or interior store signs.

## 8. APPROVAL PROCESS

1. The HPG Review Board will meet to review the application and the applicant is encouraged to attend the meeting when scheduled. If approved, the application is forwarded to the HPG Board of Director's for a final decision. Contact the HPG office for meeting dates.
2. A written approval or denial letter will be issued to the applicant within 14 days of the HPG Board of Director's decision. A copy of the letter will also be sent to the City of Hornell Building Inspection Department.
3. Owner/applicant must contact the City of Hornell regarding regulations and permits for signs. A permit is required for signs and awnings and City approval must be obtained prior to the start of any work. Contact the City of Hornell, Building Inspector at 82 Main St., Hornell, NY 14843 or phone (607)-324-7421 for permit information.
4. Owner/applicant must also obtain approval from the HPG Review Board.
5. Upon obtaining all approvals, the owner/applicant and the Hornell B.I.D. execute an agreement in which the owner/applicant agrees to complete the project within one year. In return, HPG agrees to reimburse the owner/applicant for 50% of the cost of the project, up to \$750 upon completion of the pre-approved, applicant-paid work.
6. Upon approval, the applicant has 90 days to initiate the work unless an extension is approved in writing.
7. As necessary, confer with HPG staff during course of work to ensure project's compliance as originally submitted.
8. Notify the City of Hornell Building Inspector upon completion to schedule a final inspection.
9. Notify HPG upon completion of project to schedule an inspection by the HPG representatives for compliance to the program.
10. Submit paid receipts for the completed project to the HPG office along with a copy of the finalized building permit. Copies of cancelled checks should also be included.
11. The applicant must agree to complete, sign, and submit a W-9 in order for disbursement of grant funds.
12. The awarded grant will be reimbursed with a check made payable to the applicant after all the work is done and the inspections are complete.

## 9. RULES

1. Funding is limited and the amount awarded for a project is on a first-come, first-served basis.
2. Owners, tenants, or owner/tenant joint ventures may submit application.
3. Applicant must comply with the program standards.
4. A completed application must be submitted to determine eligibility for the program.
5. Grants will only be provided for projects that conform to all City of Hornell, NY zoning, permitting, and licensing requirements, along with any necessary City approvals.
6. HPG must give approval for any changes and will be signed, dated and attached to the original application. Any alterations or deviations to the project will result in denial of grant funds. Applicants are encouraged to attend the HPG meeting to review the project.
7. The application may be denied if the existing condition of the building requires significant repairs or restoration.
8. Approved work must be completed within 90 days from the date the approval letter is signed.
9. Extensions must be requested in writing and may be denied.
10. No applicant has the proprietary right to receive grant funds.

## 10. APPLICATION PROCESS

1. Complete the application to initiate the process and submit to the HPG office.
2. Staff will review the application and meet with the owner/applicant to discuss the project.
3. Applicant obtains a minimum of two written proposals from qualified and/or licensed contractors to complete the project with the sketch or drawing, specifications, cost estimate, and all applicable samples.
4. Submit the proposals to HPG for review and approval. Contractor proposals or bids must be current and dated no earlier than 60 days prior to the application.
5. Applicant submits the following:
  - Completed application form.
  - Two or more photographs of the existing building, all sides.
  - Samples and color selections of material used.
  - Drawings or sketch of proposed sign.
  - Measurements of sign. Include mounting height and clearance from sidewalk to bottom of sign.
  - Return completed application to: Hornell Partners for Growth, 40 Main St., Hornell, NY 14843.
6. HPG staff will determine if the application is complete for the Board of Directors approval meeting.
7. Tenants must have property owner approval.
8. A permit is required for all signs and City approval must be obtained prior installation. Contact the City of Hornell at (607)-324-7421 or pick up an application at 82 Main St., Hornell NY 14843.

**2011 HPG Exterior Sign Program Application**

1. Applicant Name: \_\_\_\_\_

2. Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Name of Business: \_\_\_\_\_

4. Business address where sign/awning will be installed: \_\_\_\_\_

5. Contact Numbers: Work \_\_\_\_\_ Home: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

6. Web site address, if applicable: \_\_\_\_\_

7. Legal entity of applicant, check one:

\_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_ Other: \_\_\_\_\_

8. Status of Applicant: \_\_\_\_\_ Property Owner \_\_\_\_\_ Tenant

Building owner name: \_\_\_\_\_

Building owner phone number: \_\_\_\_\_

9. Give a brief description of the project and any other future building improvements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Total estimate cost of project:

\_\_\_\_\_

11. Proposed start date: \_\_\_\_\_

Expected completion date: \_\_\_\_\_

AFFIRMATIONS: I have read and understand the process and rules to receive the Hornell Partners for Growth (HPG) Sign and Awning Grant Program funds. I understand that failure to abide by the outline process and rules will result in denial of the funds. I understand the project may be inspected by representatives of HPG for compliance to the project as submitted with the application. I understand that should the project be found not in compliance with the original application and proposal as

submitted and approved, I may be denied issuance of HPG grant funds. The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my knowledge. I have read and understand the conditions of the Hornell Partners for Growth (HPG) Sign and Awning Grant Program and agree to by the conditions and guidelines.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Tenant Signature, if Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Building Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE RETURN COMPLETED APPICATION TO:

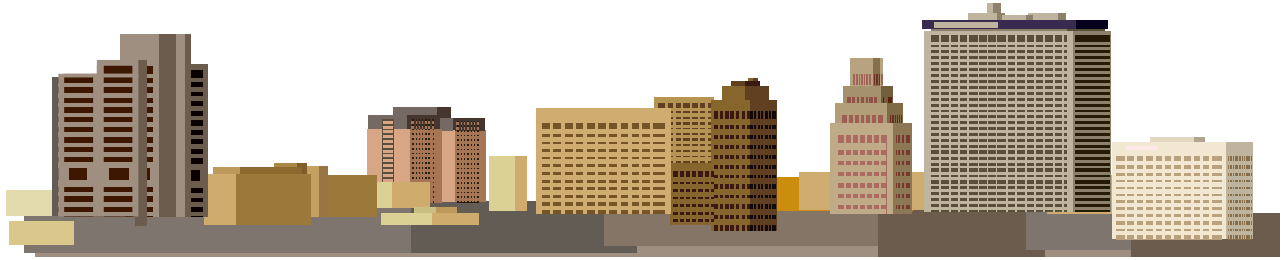
Hornell Partners for Growth

40 Main St., Hornell, NY 14843

Phone/Fax: (607) 324-9786

Email: [officemanager@infoblvd.net](mailto:officemanager@infoblvd.net)

Web: [www.hornellhpg.com](http://www.hornellhpg.com)



# Hornell Partners for Growth

Representing the Business Community

Chamber Building

40 Main Street

Hornell, NY 14843

Phone (607) 324- 9786 • Fax (607) 324-9786

[www.hornellhpg.com](http://www.hornellhpg.com)

Hornell Partners for Growth 2011 Exterior Sign and Awning Program Application

## For HPG Use Only

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

Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Application date

\_\_\_\_\_ HPG Board of Directors approval date.

\_\_\_\_\_ HPG Executive Director approval date.

\_\_\_\_\_ City of Hornell approval date.

\_\_\_\_\_ Approval letter sent to applicant.

\_\_\_\_\_ Paid receipts received from applicant with all required documents.

\_\_\_\_\_ Final inspection date.

\_\_\_\_\_ Date approved and submitted to HPG and City of Hornell for payment.

\_\_\_\_\_ Total grant amount approved for reimbursement.

\_\_\_\_\_ Grant amount approved for tenant.

\_\_\_\_\_ Grant amount approved for building owner.

Approved Signature \_\_\_\_\_

Date: \_\_\_\_\_

