DOWNTOWN WOBURN
STOREFRONT FAÇADE AND SIGNAGE IMPROVEMENT PROGRAM

CHECKLIST FOR FUNDING APPLICATIONS
****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

2018

ALL GRANT AND LOAN APPLICATIONS MUST INCLUDE THESE DOCUMENTS:	• Completed funding application form • Copy of municipal lien certificate showing zero balance • If applicant is **not** the building owner: Form 1 (Permission to Participate in Façade/Signage Program) • If applicant possesses a d/b/a: copy of the business's Woburn Business Certificate • If applicant is a corporation or LLC: a copy of a Certificate of Good Standing (obtained from the Secretary of State's office)
ALL SIGN GRANT APPLICATIONS MUST ALSO INCLUDE THESE DOCUMENTS:	• Drawings and specifications for the sign and/or awning • Two (2) itemized independent price quotations for the proposed work listing all required sign/awning fabrication and installation costs including**,** but not limited to, the cost of required building permit(s) and disposal of existing sign
ALL FAÇADE LOAN APPLICATIONS MUST ALSO INCLUDE THESE DOCUMENTS:	• Two (2) itemized independent price quotations for the proposed work which detail each work task to be completed with quantity estimates where appropriate and including the cost of building permit if required • List of any permits or approvals (other than a building permit) that will be needed before the project is undertaken