



PORTLAND DEVELOPMENT COMMISSION

APPLICATION

1. APPLICANT

Name: _____

Address: _____

_____ Zip Code: _____

Contact Name: _____ Phone Number: _____

Fax Number: _____ Email Address: _____

Legal Form: Sole Proprietorship Partnership

Corporation: Profit Non-Profit

In which State are the incorporation and/or organization documents filed? _____

Social Security Number/Tax Identification Number: _____

2. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip Code: _____

Phone Number(s): _____

3. BUILDING/BUSINESS TO BE REHABILITATED

Name: _____

Address: _____ Zip Code: _____

Property Tax Account Number: R- _____

4. RETENTION/RECRUITMENT OF JOBS:

Current number of local employees: _____ Current number of company-wide employees: _____

5. BRIEF DESCRIPTION OF PROPOSED EXTERIOR STOREFRONT IMPROVEMENTS:

6. **DO YOU HAVE AN ARCHITECT OR OTHER REAL ESTATE / DESIGN PROFESSIONAL(S) WORKING ON THE PROJECT?** Yes No **IF YES, WHO?**_____

7. **ARE YOU INTERESTED IN HAVING, FREE, 30 HOURS OF AN ARCHITECT ON CONTRACT WITH PDC?** Yes No

8. **ESTIMATED COST OF STOREFRONT IMPROVEMENTS:** \$_____

9. **IN ADDITION TO THE PROPOSED STOREFRONT IMPROVEMENTS, IS INTERIOR OR OTHER WORK ALSO PROPOSED?** Yes No

Estimated cost of other work: \$_____

Total estimated cost of all work: \$_____

10. **PORTLAND BUSINESS LICENSE:**

a) Are you required to have a City of Portland Business License? Yes No

b) If yes, please enclose a copy of the License.

c) If no, please explain why not:_____

11. **APPROVALS**

The applicant understands that the Portland Development Commission as well as other local agencies and commissions must approve the proposed exterior storefront improvements. Certain changes or modifications may be required by these agencies or by the Portland Development Commission prior to final approval. A commitment of funds will not be processed prior to PDC's receipt and approval of necessary bids for the approved work. Any work commenced prior to a commitment letter being issued will not be eligible for reimbursement, and any work deviating from the approved work must be *pre-approved* by PDC in order for the work to be eligible for reimbursement.

12. **SOURCE OF FUNDS**

The Storefront Improvement Program is a reimbursement-based grant program. Applicant is responsible for initial payments and might be asked to produce evidence of sufficient funds to cover the work proposed.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining up to a 75% storefront improvement grant and is true and complete to the best of the applicant’s knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that s/he has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

As part of the City of Portland economic stimulus package, a 75/25 matching storefront grant is currently available in select areas for a limited time.

The Portland Development Commission is dedicated to and promotes diversity in contracting on the projects and programs that it supports or funds. Successful applicants and/or recipients of Storefront Improvement Program assistance are encouraged to contact contractors that are certified by the Oregon Office of Minority, Women, and Emerging Small Business to provide them the opportunity to participate in the Storefront improvement jobs.

Verification of any of the information contained in this application may be obtained by PDC from any available source.

_____	_____	_____
Applicant Signature	Print Name	Date
_____	_____	_____
Property Owner Signature (if not Applicant)	Print Name	Date

PLEASE RETURN APPLICATION TO YOUR PROGRAM COORDINATOR TOGETHER WITH A COPY OF THE CURRENT CITY OF PORTLAND BUSINESS LICENSE:

Dana DeKlyen
Target Area
503-823-3312 – Telephone
503-865-3642 – Fax
DeKlyenD@pdc.us – e-mail

Pam Johnson
Downtown Waterfront, River District, South Park Blocks, Central Eastside and Oregon Convention Center (Lloyd District)
503-823-3334 – Telephone
503-865-3692 – Fax
JohnsonP@pdc.us – e-mail

Sherry Lenard
Interstate, Gateway, Lents and Oregon Convention Center (Alberta and Martin Luther King, Jr Boulevard)
503-823-3582 – Telephone
503-865-3710 – Fax
LenardS@pdc.us – e-mail

**Portland Development Commission
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