



Community and Economic Development Department

City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386  
541-367-8113  
Fax 541-367-5007  
www.sweethomeor.gov

## Sweet Home Commercial Exterior Improvement Program (CEIP) Application

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

GRANT REQUEST: \$ \_\_\_\_\_

### APPLICANT

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

Phone: \_\_\_\_\_

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

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

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

### BUSINESS

Owner: \_\_\_\_\_

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

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

\_\_\_\_\_

Employer Identification Number: \_\_\_\_\_

### OWNER OF PROPERTY (If Different Than Applicant)

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCOPE OF WORK**

Please describe your proposed project under the following sections as applicable. Please attach additional documentation as needed.

Awnings:

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Doors:

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Driveway and Parking Lot:

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Exterior Walls and Detailing:

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Roof:

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Signage:

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Windows:

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Other Projects:

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**TOTAL COST OF PROJECT:** \_\_\_\_\_

**AMOUNT OF GRANT REQUEST:** \_\_\_\_\_

**IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY, DOES THE APPLICANT HAVE:**

Lease? \_\_\_\_\_ Yes \_\_\_\_\_ No

Expires: \_\_\_\_\_

Other: \_\_\_\_\_

**APPLICATION CHECKLIST**

Please include the following information with your application

- Authorization from property owner (If not applicant)
- Cost estimates from licensed contractor and detailed project budget
- Photograph of building before improvement
- Evidence of ownership
- Preliminary design drawings
- Plot Plan. Please provide a map of the property that depicts the proposed improvement location(s).

**Answers to the following questions are not required for approval of this application; however, they will help Sweet Home’s economic development partners to better serve you and our community.**

1. What is your vision for your property or business? In what way can the City of Sweet Home or regional partners help?

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2. If your property is vacant, to what type of business would you like to lease?

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3. What challenges do you face operating a business in Sweet Home (e.g., unreliable internet service, parking for customers, business education)?

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4. What improvements do you think would help the Sweet Home business community (e.g., requiring business licenses, finding easier ways to work with City Hall, change in city codes, more networking events)?

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**CERTIFICATION BY APPLICANT**

The applicant certifies that all information in this application, and all information furnished in support of this application, is true and complete to the best of the applicant's knowledge.

The applicant certifies they have read and shall comply with all terms and conditions of the Commercial Exterior Improvement Program Rules and Policies listed in the packet.

If the applicant is not the owner of the property that is the subject of this application, or if the applicable business is a partnership, cooperation, etc. rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the work on the property as proposed by this application.

The Grant Review Committee may request additional information in order to make a decision on this application. The applicant agrees to provide additional information as requested. Incomplete applications may not be processed. The applicant understands that the Commercial Exterior Improvement Program provides reimbursement for approved projects. The applicant will be responsible to comply with all conditions placed on approval, if the application is approved, as provided at the time of the decision of this application.

The applicant acknowledges that in addition to obtaining approval under this program, the applicant may need to obtain Building, Planning and/or Public Works permits from the City of

Sweet Home. Other state permits may also be required. Those permits may incur additional fees and/or conditions of development.

If the applicant is not the owner of the property, the applicant and the property owner are responsible for coordinating project development with the appropriate City department. Contact the Community and Economic Development Department at (541) 367-8113.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**PLEASE RETURN COMPLETED APPLICATION TO:**

Community and Economic Development Department  
City of Sweet Home  
3225 Main Street  
Sweet Home, OR 97386