

Town of Upper Marlboro

Façade Improvement Program Application



Please complete the information below

Part A: The Property

1. Address of property to be improved.

2. Owner of property and contact information.

Name _____

Address _____

Phone _____ Email _____

3. Business name _____

4. Business owner and contact information (if applicable).

Name _____

Address _____

Phone _____ Email _____

5. Gross area of building _____

6. Age of building _____

7. Number of businesses occupying the building _____

8. Number of vacant commercial units in the building _____

9. If all or part of the commercial portion of the building is vacant, how will the vacancies be filled and in what timeframe? _____

10. How long have these units been vacant? _____

11. Assessed value of the property and building per Maryland Department of Assessment and Taxation _____

12. Annual assessment _____

13. If tenant, length of time left on lease _____

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Part B: The Project

14. Describe the planned improvements that are part of the project being applied for in this façade improvement grant.

15. How does the façade improvement project comply with the Town of Upper Marlboro Design Guidelines?

16. Provide and attach written, good faith, itemized quotes for the described planned improvements from qualified entities. Labor and materials costs must be separated. Identify preferred vendor(s) to complete the work. Please explain rationale if a vendor is chosen with a higher quote. Labor completed by the applicant is not reimbursable however materials only will be reimbursed at the appropriate percentage.

SELECTED VENDOR(S):

17. Total cost of façade improvement project _____

18. Total amount of FIP reimbursement being requested _____

19. If any, describe other improvements made to the structure as part of a larger renovation of which this project is a part.

20. If relevant, provide total project cost for the larger renovation _____

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Part C: Local and State Approvals

21. Include letter(s) or approval(s) from relevant local authorities (Prince George's County Department of Permits, Inspections and Enforcement; Historic Preservation Commission) stating proposed project meets local codes, etc. Please attach.
22. Complete and attach the MD Historical Trust form, see link below.
http://mht.maryland.gov/documents/PDF/Compliance_Forms_Projectreview.pdf
23. Applicant agrees to obtain all necessary permits prior to commencement of work and to complete work according to the applicable building codes. Upon approval, applicant must complete all work within 180 days, and submit paid receipts within 30 days of completion.

Name of person completing this form: _____

Signature: _____ Date: _____

Submit completed application packet to:

Town of Upper Marlboro ♦ 14211 School Lane ♦ Upper Marlboro, MD 20772

Questions: call 301-627-6905/301-780-2222 or email FIP@uppermarlboromd.gov

Application Checklist

- _____ Attended mandatory pre-application meeting on _____ (provide date)
- _____ Completed and signed application form
- _____ Color Photos of the building façade
- _____ Color rendering or other conceptual graphic showing proposed improvements
- _____ Materials and color samples
- _____ Written bids from two contractors for work to be completed

Please check one and submit necessary documents:

Property Owner

Tenant

_____ Deed

_____ Executed Lease Agreement

_____ Paid property tax bill

_____ Signed Written Authorization from Property Owner

_____ Insurance Certificate

Name of person accepting application: _____

Signature: _____ Date: _____