



101 N Main Street
Electra, Texas 76360
Tele: (940) 495-2146 Fax: (940) 495-3025

FOR OFFICE USE ONLY	
File#	_____
Assessment Roll #	Assessed Property Value
_____	_____
Property Address:	_____
Date Application Received:	_____

Application

The information requested below will be used to process your application under the terms and conditions of the City of Electra, Texas’s Downtown Historic Building Restoration and Improvement Grant Program.

I. Applicant Information

- a. Applicant(s) name: _____
- b. Mailing address: _____
- c. City: _____ State: _____ Zip: _____

II. Applicant’s daytime telephone number: _____

Cell # (____) _____ Fax# (____) _____

E-mail address: _____

III. Status of applicant (please check one)

- Property owner with vacant facility
- Property owner with tenant business
- Property owner/operator of existing business on property

IV. Owner of property is a/an (please check one)

- Individual
- Partnership (attach copy of Partnership Agreement)
- Corporation/profit (attach copy of Articles of Incorporation)
- Corporation/nonprofit (attach list of officers and directors)
- Trust (attach copy of Trust Agreement)
- Other

V. Property Information

- a. Address of property to be improved: _____
- b. Legal description of subject property:* _____
- c. Tax Assessor Parcel Number(s):* _____
- d. Year Built: _____ Square footage: _____
- e. Is this a National Register building? Yes ____ No ____ (check one)
- f. Is this a building of known historical significance? Yes ____ No ____ (check one)
- g. Is the building currently occupied? _____
What is the current use of the building? _____
- h. Name and phone number of tenant(s) if applicable: _____

- i. Use of building after grant project is completed: _____

VI. Project Description

Description of Proposed Improvements. Please provide a detailed description of your proposed improvements. Attach a copy of your design plans, pictures, or renderings. Identify the materials to be used, such as the type of paint or stain (i.e., exterior latex, color, etc.). Include details of new signs or awnings, etc. Provide color photos of the subject property and those adjacent prior to and after the improvements are made.

Please note: Applicants should carefully review the “City of Electra, Texas Downtown Historic Building Restoration and Improvement Grant Program Guidelines and Policies.” Applicants are encouraged to contact Main Street Electra for information on available resources for design consultations and project renderings if needed. All improvements are encouraged to follow the Secretary of the Interior’s Standards for Historic Rehabilitation.

* This information is available on the Wichita Appraisal District’s annual Notice of Appraised Value.

CITY OF ELECTRA, TEXAS
DOWNTOWN HISTORIC BUILDING RESTORATION AND IMPROVEMENT
GRANT PROGRAM
Forms to be notarized

VIII. Commitment to Maintenance

I, the undersigned, acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state and Federal codes for a period of no less than three (3) years after completion. The City of Electra reserves the right to make periodic inspections of the project during construction and after completion to ensure compliance with applicable codes.

Applicant (print): _____

Business name: _____

Property address: _____

Mailing address: _____

Telephone: _____

Commitment expiration date (three years from issuance of Grant Reimbursement):_____

Applicant signature: _____

IX. Consent of the Owner to the Use and Disclosure of Personal Information

I/We, _____,
am the owner of the property that is the subject of this Application and, for the purposes of the Freedom of Information and Protection of Privacy Act, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the City of Electra for the purposes of processing this application.

Date

Signature of Owner(s)

X. Signature of Owner/Authorized Agent – Affidavit or Sworn Declaration

I/We, _____, of Electra, County of Wichita, State of Texas, make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the application is true. I/We hereby authorize inspections of my/our property to be improved. I/We acknowledge that any work carried out prior to written confirmation of grant approval may not be eligible for reimbursement.

I/We acknowledge receiving, understanding, and accepting the terms and conditions of the City of Electra, Texas Downtown Historic Building Restoration and Improvement Grant Program. Sworn to (or declared before me), _____, a Notary Public in and for the State of Texas, on this the _____ day of _____, 20____.

Applicant

Co-Applicant

Notary Public, State of Texas
My Commission Expires: _____

FOR OFFICE USE (SHADED SECTION ONLY)

	Staff Initials	Comments
Ownership Confirmed/Tenant approval attached if needed		
Property Taxes Paid in Full		
Work Order Search (Building)		
Fire Code Conformity		
Master Plan Conformity		
Zoning Conformity		
Building Regulations Conformity		
Proof of Historical Significance		
Building Permit Issued		

Revision of November 9, 2010

CITY OF ELECTRA, TEXAS
DOWNTOWN HISTORIC BUILDING RESTORATION AND
IMPROVEMENT GRANT PROGRAM

Submission Requirements

It is strongly recommended that all Applicants carefully review the “City of Electra, Texas Downtown Historic Building Restoration and Improvement Grant Program Guidelines and Policies” prior to completing an application.

It is also recommended that Applicants discuss their proposed improvements and any questions regarding the submission requirements with the Main Street Director and the City Administrator’s Office prior to completing the application form.

Please ensure that the following items have been included in your submission. Failure to provide the necessary documentation will delay the processing of your application.

Application Checklist:

- Completed Application Form including this checklist
- Description of proposed improvements – designs/drawings attached
- Pictures attached
- Estimate of costs/quotes or other details
- Copy of deed included as proof of ownership; if applicant is tenant, add “Letter of Property Owner Approval”
- Are improvements in compliance with the codes and ordinances of the City of Electra and other applicable laws?
- Any material, pictures, drawings, newspaper articles, original deeds, etc. that will help identify the building as a historically significant structure through architectural design, building use or events that have taken place in or around it. Indicate attachments by circling items from this list.
- “Commitment to Maintenance” form (Item VIII.)
- Signed Consent for Use and Disclosure of Personal Information (Item IX.)
- Notarized Signature of owner/authorized agent (Item X.)

(For use only if applicant is tenant)

**CITY OF ELECTRA, TEXAS
DOWNTOWN HISTORIC BUILDING RESTORATION AND IMPROVEMENT
GRANT PROGRAM**

Letter of Property Owner Approval

This letter is to serve as permission for the tenant listed below to submit an application to and participate in the Downtown Historic Building Restoration and improvement grant program; a program to fund certain improvements to existing commercial structures as described in the program description. I, the undersigned property owner, certify that I am the legal owner of the property listed below. Additionally, I confirm that the tenant currently holds a lease with me to occupy the property.

Furthermore, I acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all city, state and Federal codes.

Property owner (print): _____

Property address: _____

Mailing address: _____

Telephone: _____

Tenant name _____

Business name: _____

Current lease valid through: _____

Property Owner signature: _____

(Form must be notarized)

Sworn to (or declared before me), _____, a Notary Public in
and for the State of Texas, on this the _____ day of _____, 20____.

Applicant

Co-Applicant

Notary Public, State of Texas
My Commission Expires: _____

**CITY OF ELECTRA, TEXAS
DOWNTOWN HISTORIC BUILDING RESTORATION AND IMPROVEMENT
GRANT PROGRAM**

Grant Reimbursement Request Form

Program Participant(s): _____

Project Address: _____

Exterior Improvements:

Type:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(add additional page if needed)

Sub-Total \$ _____

Total Reimbursement Amount (per Program Guidelines): \$ _____

I/We hereby make a formal claim for reimbursement of the above-indicated expenses incurred in improving the interior and exterior of the subject property under the City of Electra, Texas Downtown Historic Building Restoration and Improvement Grant Program. I/We certify that the expenses incurred are as listed and have attached invoices marked "paid" and copies of cancelled checks in support of the claim.

Applicant

Date:

Applicant

Date: