

Town of Upper Marlboro

Building Improvement Program Application



Please complete the information below

Part A: Section 1-Applicant

Circle One: **Property Owner** **Business Owner**

1. Property Owner Applicant contact information.

Name _____

Address _____

Phone _____ Email _____

2. Business Owner Applicant contact information.

Name _____

Address _____

Phone _____ Email _____

3. Business Name _____

Part A: Section 2- Property

(Property Owner Only)

1. Gross area of building _____

2. Age of building _____

3. Number of businesses occupying the building _____

4. Number of vacant commercial units in the building _____

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

6. How long have these units been vacant? _____

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Part B: The Project

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

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

3. 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):

4. Total cost of improvement project _____

5. Total amount of reimbursement being requested _____

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

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

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Part C: Local and State Approvals

1. Include any 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.
2. 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.
3. Applicant attests that the Business is in good standing according to State and Local policies

Name of person completing this form: _____

Signature: _____ Date: _____

Part D: SCWG Checklist

Submit completed application packet to:

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

Questions: call 301-627-6905 or email SCWG@uppermarlboromd.gov

Application Checklist

_____ Attended mandatory pre-application meeting on _____ (provide date)

_____ Completed and signed application form

_____ Color Photos of the project

_____ Color rendering or other conceptual graphic showing proposed improvements

_____ Materials and color samples as per guidelines

_____ Written bids from two contractors for work to be completed

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

Annual assessment _____

If tenant, length of time left on lease _____

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:** _____