



## **APPLICATION CHECKLIST**

### **STOREFRONT AND STREETScape IMPROVEMENT**

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- ☐ **Completed Application**
- ☐ **Application Checklist (this form)**
- ☐ **Copy of Lease Agreement or Written Property Owner Authorization (if occupied by tenant)**
- ☐ **Drawings of proposed Storefront Improvement** - A conceptual drawing/plan of what the storefront or site will look like after work is completed.
  - For a large project, include a site plan.
  - For a smaller project, a simple sketch may be appropriate. The sketch must include sufficient detail, including product sample sheets of design elements such as windows, doors, lighting, awnings, colors, type of materials.
- ☐ **Photos of your Building or Property Site**
- ☐ **Any other attachments or documentations that would be helpful for consideration of your improvement project**
- ☐ **Read and reviewed the Storefront & Streetscape Improvement Program Guide**



**SUBMIT APPLICATION BEFORE**  
**FRIDAY, APRIL 11<sup>th</sup> at 5:00 P.M. to City Hall**  
**located at 210 Fidalgo Avenue, Kenai, AK**  
**99611 or via email at [planning@kenai.city](mailto:planning@kenai.city).**



## APPLICATION CHECKLIST STOREFRONT AND STREETSCAPE IMPROVEMENT

### APPLICANT AND BUSINESS INFORMATION:

NAME OF BUSINESS:

BUSINESS OWNER NAME (IF DIFFERENT):

BUSINESS OWNER MAILING ADDRESS:

EMAIL:  PHONE:

BUSINESS OWNER TAX ID NUMBER:

PROPERTY OWNER NAME:

PROPERTY OWNER ADDRESS:

EMAIL:  PHONE:

### PROJECT INFORMATION:

FUNDING AMOUNT REQUESTED:

PROJECT LOCATION:

NUMBER OF BUSINESSES ON THE PREMISES:

TYPE OF OWNERSHIP: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ LLC ☐ Non-Profit ☐ Other

DESIGN FIRM/ARCHITECT, if needed:

HOW LONG HAVE YOU BEEN IN BUSINESS?

**I/we attest that all information provided in this entire application is true and correct to the best of my/our knowledge and that no information has been excluded which might reasonably affect funding. I/we authorize the City of Kenai to obtain verification from any source provided.**

NAME (print): \_\_\_\_\_ NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_



## APPLICATION CHECKLIST

### STOREFRONT AND STREETScape IMPROVEMENT

PROJECT DESCRIPTION: (Provide as much detail as possible, including what you are changing or replacing, the types of materials to be used, colors, etc.)

**Please read the statements below and initial to confirm that you understand:**

☐ I/we understand that the city of Kenai must approve the proposed exterior storefront & streetscape improvement(s) in order to be eligible for grant reimbursement funding.

☐ I/we have attached a copy of all current leases or property owner authorization (if applicable).

☐ I/we certify that there are no outstanding property taxes, utilities, or other past due bills to the City of Kenai or Kenai Peninsula Borough.

☐ I/we have attached relevant photos of the building façade(s) and/or property site to be included in this program.

☐ I/we have reviewed the program overview and guidelines, have familiarity with responsibilities of each party and understand that the City shall not assume any liability for this or any such agreements.

☐ I/we have read and understand the City of Kenai's Program Guidelines, accept the qualifications and conditions, and through signature(s) below, certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Kenai in the implementation of this program.

☐ I/we understand that this is a grant program, under which the City of Kenai has the right to approve or deny any project or proposal or portions thereof.

NAME (print): \_\_\_\_\_ NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_