

**CULTURAL DISTRICT HISTORIC FACADE
RESTORATION PROGRAM**

Application

URA I.D.# _____

APPLICANT INFORMATION

Name of Property Owner

()

Telephone Number

Street Address City State Zip

PROPERTY TO BE IMPROVED

Name of Business

()

Telephone Number

Street Address

Type of Business

Proposed Use(s) of Building:

Ground Floor _____

Upper Floor(s) _____

Other Relevant Building Information: _____

Jobs Retained _____

Jobs Created _____

ADDITIONAL INFORMATION/DOCUMENTS

The following information must accompany this application:

1. Photos of facade and other exposed sides (Polaroids acceptable).
2. A copy of the occupancy permit, if one is presently available; if not, a copy must be provided prior to loan closing.
3. Your check for the \$100 (or \$250) application fee made out to the Urban Redevelopment Authority.

I have provided all information requested to the best of my knowledge, and I have read and fully understand the requirements of the Program.

Signature: _____ Date: _____

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Basic Procedures

Please follow the order given below. Failure to do so could render a project ineligible.

- 1) APPLICATION: Participant fills out program application and submits it, along with photo(s) and application fee to the Urban Redevelopment Authority of Pittsburgh (URA).
- 2) DESIGN: Participant discusses facade design with URA staff. Design must be approved by the URA before construction bids are obtained.
- 3) BIDS: Participant must submit at least three construction bids for the work required to the URA.

Work is not to begin until the URA notifies the owner in writing to proceed.
- 4) CONSTRUCTION: Contractor begins work on facade. Periodic inspections will be made by the URA staff during construction.
- 5) PAYMENTS: Participant pays contractor (and architect) their share of project costs before requesting disbursement of URA funds.
- 6) LOAN CLOSING: When construction is complete, participant and URA enter into an agreement, which specifies the conditions of the loan. URA loan check will be made out to participant and architect/contractor when all work has been completed as agreed and proof of payment has been supplied to URA.

Information required by the URA to close the loan includes, but may not be limited to: a copy of the deed to the property; proof property taxes are paid up to date; a check for the filing fee for the mortgage; title insurance on the property; statements from the contractor & architect indicating the project is complete and what if anything they are owed (or copies of front & back of cancelled checks for the total amount of the approved project costs).

LERTA, the City's tax abatement program, is the property owner's responsibility to apply for through the City Treasurer's Office. A pink LERTA form is included in this program information package.

FOR MORE INFORMATION, PLEASE CALL QUIANNA WASLER, URA, AT 412-255-6550.