

# **DOWNTOWN FACADE RESTORATION PROGRAM**

BUSINESS DEVELOPMENT - 200 ROSS STREET – 11<sup>TH</sup> FLOOR – PITTSBURGH, PA 15219 – 412-255-6547

## **Application**

### **APPLICANT INFORMATION**

URA I.D.# \_\_\_\_\_

\_\_\_\_\_  
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 to be retained \_\_\_\_\_ Jobs to be 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. A \$100 loan application processing fee.

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**

**It is necessary to 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 the required attachments, to the Urban Redevelopment Authority of Pittsburgh (URA).
  
- 2) **DESIGN:** Participant submits facade design to URA staff. URA staff reviews design with Cultural District Local Review Committee. Design must be approved by the URA **before construction bids are obtained.**
  
- 3) **BIDS:** Participant must submit at least three construction bids based upon the approved design for the facade 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 a loan closing for the 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).

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