



Stephenville Economic Development Authority  
Clark Field Municipal Airport | 1050 Airport RD  
Stephenville, TX 76401  
jsandford@StephenvilleEDA.com  
254-459-4921

**FAÇADE & INFRASTRUCTURE IMPROVEMENT PROGRAM  
PROJECT APPLICATION**

**Applicant and Property Information**

Applicant name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicant is a  corporation,  partnership,  proprietorship, or  individual

Applicant is a  property owner or  tenant / lessee (If tenant, must return Letter of Property Owner Approval.)

Business name: \_\_\_\_\_

Type of business: \_\_\_\_\_

Property address: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

\_\_\_\_\_

**Project Information**

Description of eligible improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested grant amount: \$ \_\_\_\_\_

Contractor name(s) and telephone(s): \_\_\_\_\_

Contractor Located within the City Limits of Stephenville? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated start date of construction: \_\_\_\_\_

Estimated completion date of construction: \_\_\_\_\_

Description of improvements to property not eligible for grant funding: \_\_\_\_\_

Describe source of matching funds:

I have read the Façade & Infrastructure Improvement Program description and agree to all terms contained therein, including compliance with all applicable city, state, and Federal codes and the one (1) year maintenance requirement.

Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

### **Attachments**

- Photographs of structure showing existing facades
- Project budget form
- Written bids for work to be completed (minimum three (3) required)
- Commitment to Maintenance form
- Letter of property owner approval (if necessary)
- Drawings or renderings that illustrate improvements (if available)
- Other supporting plans or illustrations of improvements (if available)

Only complete applications may be considered for approval. Applications should be delivered to the Stephenville Economic Development Authority at Clark Field Municipal Airport, 1050 Airport Road, Stephenville, Texas 76401. See program description for application deadline(s).

**STEPHENVILLE  
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**PROJECT BUDGET**

Applicant (print): \_\_\_\_\_

Name of business: \_\_\_\_\_

Property address: \_\_\_\_\_

**Proposed Budget**

Materials costs: \$ \_\_\_\_\_  
(Provide estimate of quantities, unit costs, and total costs.)

Labor costs: \$ \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Requested grant amount: \$ \_\_\_\_\_

Attach written bids from three (3) contractors:

1. (Contractor Name) \_\_\_\_\_ (Telephone) \_\_\_\_\_

2. (Contractor Name) \_\_\_\_\_ (Telephone) \_\_\_\_\_

3. (Contractor Name) \_\_\_\_\_ (Telephone) \_\_\_\_\_

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Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

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**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 one (1) year after completion. The City of Stephenville 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 number: \_\_\_\_\_

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Applicant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

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State of Texas §  
County of \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_, applicant, with regard to the real property commonly known as \_\_\_\_\_, in Stephenville, Texas.

\_\_\_\_\_,  
Notary Public in and for the State of Texas.  
My Commission expires:  
\_\_\_\_\_, 20\_\_.

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**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 Façade Improvement Program, with Stephenville Economic Development Authority, a grant 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 applicable city, state, and Federal codes.

Property owner (print): \_\_\_\_\_

Property address: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_

Tenant name (print): \_\_\_\_\_

Business name: \_\_\_\_\_

Current lease valid through: \_\_\_\_\_

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Property Owner (signature): \_\_\_\_\_ Date: \_\_\_\_\_

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State of Texas §  
County of \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_, owner of the real property commonly known as \_\_\_\_\_, in Stephenville, Texas. \_\_\_\_\_,  
Notary Public in and for the State of Texas.  
My Commission expires: \_\_\_\_\_, 20\_\_\_\_.