

**Village of Tannersville  
Downtown Revitalization Fund Program**

**APPLICATION**

**DUE: April 15<sup>th</sup>, 4:00 P.M.**

**Directions:** Please complete all fields in the application below. Gather and provide all required supporting documentation and include those with the application form. Please complete a separate application form for each property you are requesting funding for. If you require additional space for any responses, please attach an additional sheet and identify the response according to the application question letters and numbers.

Completed applications can be dropped off at Village Hall during business hours or e-mailed to Devin Bulger at [dbulger@labellapc.com](mailto:dbulger@labellapc.com).

**A. Property Owner Information**

Name of owner: \_\_\_\_\_

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

Telephone number:      days:                                  evenings:

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**B. Business and Property Information**

1.    **Address of property:** \_\_\_\_\_
2.    Name of business(es): \_\_\_\_\_
3.    Number of Commercial Units \_\_\_\_\_
4.    Number of Residential Units \_\_\_\_\_

**C. Financial Information**

1.    Taxes/Insurances

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a. Are all property, water and sewer taxes paid to date?    \_\_\_ Yes                    \_\_\_ No

If no, which taxes are not current? \_\_\_\_\_

b. Do you have property insurance?                                    \_\_\_ Yes.                    \_\_\_ No

If yes, is it paid to date?    \_\_\_ Yes.                    \_\_\_ No

### D. Proposed Improvements

1. What improvements do you wish to make to your building? List in order of priority, beginning with (1). Please note if the improvements are for commercial spaces or residential spaces. Attach an additional page if necessary.

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2. Estimated Costs: \_\_\_\_\_

3. Please attach any additional information that will help the Village of Tannersville, e.g. sketches, renderings, floor plans, and cost estimates. **Applications submitted with this information may be rated higher for readiness.**

4. Are any approvals required by the Village for the project including planning or zoning approvals to permit this project to move forward? Y \_\_\_ N \_\_\_

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### 5. PLEASE ATTACH PROOF OF FINANCIAL SUPPORT FOR THE PROJECT

This is a reimbursement program. Applicants must demonstrate that they can provide bridge financing for the full costs of the project until reimbursement is provided at project completion as well as proof that they can supply 40% or more of a project match).

Accepted proof of financial support includes:

- Letter of Interest from a financial institution
- Letter from a bank indicating the applicant has sufficient resources to cover project costs
- Commitment from other sources (i.e. loan, other grants, etc.)

### E. Potential Conflicts of Interest

Please complete the following section fully and truthfully. Answering "yes" to any questions does not necessarily exclude applicants. Potential conflicts of interest will be reviewed with the State funding agency and final determinations made as part of the selection process.

1. Are you an official, employee, agent, consultant or member of the board of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe your position: \_\_\_\_\_

2. Are you related by blood or marriage to any official, employee, agent, consultant or member of the board or agency of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe your relationship:

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3. Do you have any corporate, partnership, landlord-tenant or other business relationship with any official, agent, consultant, employee or member of the board of the Village of Tannersville?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe the business relationship:

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4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of the board of the Village of Tannersville (check any that are applicable, if other, please describe):

\_\_\_\_ Purchaser or Seller of Goods - please describe \_\_\_\_\_

\_\_\_\_ Loan or Grant Recipient- please describe \_\_\_\_\_

\_\_\_\_ Provision of Services - please describe \_\_\_\_\_

\_\_\_\_ Other - please describe \_\_\_\_\_

### F. Physical Impact

Please describe the physical and aesthetic impact that your project will have on your building and the Village downtown. If the building is historical, describe its historical significance and include any State or Federal Registry information. Please demonstrate your familiarity with Village design guidelines and describe how those guidelines will be incorporated into your project. Please share any other details or features of your project that are especially impactful or noteworthy.

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### **G. Economic Impact**

Please describe funding sources that your project will leverage in addition to the DRF funds. Please also describe ways in which your project will reduce blight and vacancies, contribute to economic growth downtown, stabilize or expand the tax base, or create new businesses or jobs.

### **H. Quality of Life**

Please describe any features or details of your projects that improve quality of life for tenants or patrons of the building, including energy efficiency and accessibility measures.

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I. DRI Priorities

Please describe how your project aligns with the goals and priorities identified in the DRI Investment Strategy. The Investment Strategy is available on the Village website DRI page.

Please review the certifications on the following page, which are part of this application, before signing below. Compliance with the certifications and all other Building Improvement Program procedures is required. All owners must sign.

Signature

Printed Name

Date

Signature

Printed Name

Date

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### Ownership

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Village of Tannersville immediately. Failure to do so may result in denial or termination of Downtown Revitalization Fund participation.

### Application Information

To the best of my/our knowledge, all the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The Village of Tannersville is hereby granted permission to verify any of the information in the application in any appropriate manner.

### Taxes

I/We understand that all taxes must be paid for the property to be improved with Downtown Revitalization Fund resources and for all other properties in the Village of Tannersville owned wholly or in part by me/us. I/We understand that no Downtown Revitalization Fund contracts will be signed unless all taxes and service charges are current.

### Contracts

I/We understand that any contract for work paid for in part by the Downtown Revitalization Fund will be between the contractor and myself/ourselves and I/we should **NOT SIGN ANY CONTRACT FOR WORK UNDER THIS PROGRAM UNTIL AUTHORIZED TO DO SO IN WRITING BY THE Village of Tannersville**. I/We understand that the receipt of Downtown Revitalization Fund assistance is subject to satisfactory completion of the approved work. I/We also understand that the Village of Tannersville is not responsible or liable for any breach of contract, faulty workmanship, accidents, liability or damage that may arise from my/our relationship with the contractor. I/We further understand that the Contractor cannot begin work on my/our property until a **WRITTEN NOTICE TO PROCEED** is issued to me/us and the Contractor by the Village of Tannersville. The written Notice to Proceed will be provided when all conditions are met and all necessary approvals received.

Competitive bids will be solicited for all of the Downtown Revitalization Fund projects. I/we understand that if I/we choose a qualified contractor who is not the lowest bidder, the reimbursement will be based on the lowest bid.

### Reimbursement Program

I/We understand the Downtown Revitalization Fund program is a reimbursement program and that we will be reimbursed up to 60% of our project costs after the project is complete and paid in full as evidenced by paid invoices and cancelled checks.

### Environmental Compliance

I/We understand that before proceeding with the project New York State will require compliance with an Environmental Checklist including, but not limited to, NY State Historic Preservation Office (SHPO) approval, local zoning, site disturbance, lead based paint and asbestos.