



## Downtown Truro Partnership

### Façade & Signage Improvement Program Application

**\*Please note this is NOT a Development or Building Permit Application\***

*DOCUMENT TO BE COMPLETED IN READABLE PRINT OR TYPED*

*Applications can be submitted to:*

**Jenn Mantin**

**Executive Director, Downtown Truro Partnership**

In person or mail: 605 Prince Street, Truro, Nova Scotia, B2N 1G2

Email: [jenn@downtowntruro.ca](mailto:jenn@downtowntruro.ca)

#### **APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant is the       Property Owner  
                                  Tenant of the Property Owner  
                                  Agent of the Property Owner

#### **PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

If the Applicant is not the Property Owner, a signed letter from the building owner, providing written permission, is required at the time of application.

Owner permission letter attached?       Yes       No       Not Applicable

#### **PROPERTY MAILING ADDRESS:**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**PROPERTY CIVIC ADDRESS: (IF DIFFERENT FROM MAILING ADDRESS)**

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Please ATTACH a detailed description of the improvements that are proposed. Attach supporting materials including a project narrative describing the project, pre-construction photos of the building façade, drawings of the proposed design and a detailed line item budget and a project schedule. Make sure that all attachments are clearly labeled.

Amount of Funding Requested: \$ \_\_\_\_\_

Total Overall Cost of Improvements pre HST: \$ \_\_\_\_\_

Approximate Date Project Construction Will Begin: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

**BUILDING INFORMATION**

To your knowledge is the building a heritage building? [ ] Yes [ ] No [ ] Unknown

Number of storeys: \_\_\_\_\_

Current use: (Retail – Restaurant – Office – Other Commercial – Residential – Other)

- At ground floor: \_\_\_\_\_
- At second floor: \_\_\_\_\_
- At third floor: \_\_\_\_\_

**TENANCY**

*Ground Floor*

List of current tenants: \_\_\_\_\_

*Second Floor*

List of current tenants: \_\_\_\_\_

*Third Floor*

List of current tenants: \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING ITEMS:**

**NOTE: FAILURE TO CONFORM TO THE ATTACHED TEMPLATE MAY IMPEDE YOUR CONSIDERATION IN THE PROGRAM.**

- Project description
- Before photos of the building and building details
- After sketch/illustration/drawings incl., color scheme
- Detailed line item budget for project
- Schedule showing start and end date
- Detailed drawings of key features to be preserved
- A minimum of two professional quotes for work to be completed under the grant.



