APPLICATION FOR
UP TOWN MARYSVILLE FACADE IMPROVEMENT PROGRAM

*** IMPORTANT INFORMATION ~ Please read before completing the application ***

- Required – Submission of a complete application, including all of the items listed in the application checklist.
- Applications shall be submitted by no later than 5:00 p.m. on the application deadline date.
- Submitted applications and all checklist items shall be reviewed by City staff for completeness. Submittals found to be incomplete will be rejected. If an application is found to be incomplete, the applicant may submit the missing materials by the application deadline date to complete the application.
- No late submittals or additional information will be accepted after the application deadline.
- Exterior work that requires approval by the Design Review Board shall not commence until the appropriate approved permits are obtained.

Project Site Information (Please print clearly)

Project Street Address: __________________________________ Property Zoning District: _______

Company / Business Name: _____________________________________________

Description of Proposed Project: __________________________________________

_____________________________________________________________________

_____________________________________________________________________

Estimated Total Project Cost: $ __________

Owner of Property:

Owner’s Address (Street): ________________________________________________

City, State and Zip Code: ________________________________________________

Owner’s Telephone Number:

Applicant Information (Please print clearly)

Applicant: __________________________________ Owner Agent Representative

Other

Company: ________________________________________________________________

Address (street): _________________________________________________________

City, State, and Zip Code: ________________________________________________

Telephone Number: _____________________________________________________

E-mail Address: _________________________________________________________

Received (stamp):
Please contact the City Planner prior to making your application submittal. City Staff are available to assist you in reviewing all application requirements to ensure your application is complete.

For Staff Use

Yes  No

## Application Requirements

### REQUIRED FOR ALL SUBMITTALS:
Three (3) copies of the Uptown Marysville Façade Improvement Program Application, cost estimates and applicable drawings which may include site plans, building elevations, landscape plans, drawn at a suitable scale at 11 x 17 inches or 24 x 36 inches in size (unless staff grants an alternative size), Photographs, and text description of the proposed project.

### DIGITAL SUBMITTAL REQUIRED:
All applications require a digital (.pdf) submittal (applications, cost estimates, plans, renderings, text etc.) to be included with the completed application. Any application that does not include a digital submittal will be considered incomplete.

### SITE PLAN DRAWING: (Shall include the following information)
- Name and address of the applicant and property owner
- Boundary lines of the property
- Site location map including a north arrow and graphic scale
- The zoning and specific land use for the property involved
- Layout, numbering, setbacks and dimensions
- Location of existing and proposed sidewalks
- Existing conditions
- Proposed Plan
- Location of all mechanical hardware and equipment (roof, ground and wall mounted).
- Exterior signage: The signage component shall illustrate the location, style, height, color and size of the proposed signage for the site.

### COST ESTIMATE (Shall include the following information)
- Estimated Project Budget
- Detailed line item cost estimate
- Financing options info

### BUILDING ELEVATION DRAWING: (Shall include the following information)
- Name and address of the property owner
- Name and address of the applicant
- Color Renderings
- Written description of the proposed environmental change
- The year the building was originally constructed and any other pertinent historical information
- Elevations detailing all sides of the structures. The elevations shall identify and be clearly labeled with the following information:
  - Appearance
  - Architectural style
  - Materials
  - Colors
  - Size
<table>
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<th>Style</th>
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<tr>
<td>Location of all mechanical hardware and equipment (roof, ground and wall mounted)</td>
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<td>Exterior signage:</td>
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<td>The signage component shall illustrate the location, style, height, color and size of the proposed signage for the site.</td>
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<tr>
<td>Exterior lighting:</td>
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<td>The lighting component shall illustrate the location, style height, color and intensity of the proposed lighting for the site.</td>
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<tr>
<th>LANDSCAPING PLAN DRAWING:  <em>(Shall include the following information)</em></th>
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<tr>
<td>Name and address of the property owner</td>
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<td>Name and address of the applicant</td>
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<tr>
<td>Boundary lines</td>
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<tr>
<td>Site location map including a north arrow and graphic scale</td>
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<td>All existing and proposed building and structures</td>
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<td>Overhead and underground utilities</td>
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<td>Any other site features</td>
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<td>Existing trees/vegetation or landscape features.</td>
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<td>Existing major trees, vegetation or landscape features to be removed</td>
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<td>New landscaping to be installed as part of the project. The plan shall include:</td>
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<td>A plant list identifying all plants by species, common name, and size to be installed.</td>
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<td>Materials and vegetation shall be identified for all proposed landscaping.</td>
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I hereby attest to the truth and exactness of all information supplied on and with this application.

Applicant’s Signature: ___________________________ Date: ______________________

Owner’s Signature: ______________________________ Date: ______________________

FOR OFFICE USE ONLY

Received (stamp): ______________

Fees: __NO FEE__

The application has been reviewed and is found to be complete.

___________________________________________ Date

City Staff

DECISION OF THE MARYSVILLE FAÇADE IMPROVEMENT COMMITTEE

Approved

Disapproved

Notes for Approval:

___________________________________________

___________________________________________

___________________________________________

___________________________________________

___________________________________________

City Manager Date