



Façade and Site Improvement Grant Application

The information requested on this form will be used by the City of Round Rock for analysis of your project.

CITY CONTACT INFORMATION

Joseph Brehm Phone: 512-341-3148
 City of Round Rock
 221 E Main Street Round Rock, Texas 78664 Email: jbrehm@roundrocktexas.gov

***Applications must be received prior to pulling a City permit or starting construction**
***Scope of work must be approved by the City of Round Rock (more detail on page 3)**

Project Property Address

GENERAL INFORMATION ABOUT THE COMPANY

Company Name
 Street Address
 City, State, Zip
 Federal Tax ID #

GENERAL INFORMATION ABOUT THE COMPANY CONTACT

Name
 Title
 Phone Number
 Email
 Date Submitted

COMPANY BACKGROUND

List any person or entity that has at least 5% ownership in the Applicant Company:

Name	Percent	Name	Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the firm registered with the Secretary of State's Office to do business in Texas? Yes

Are you in good standing with the State of Texas? Yes

If you answered "No" to either of the above two questions, please explain

Is the firm and/or principals delinquent on any federal, state or local tax obligations? No

Has the company or principals of the company had prior bankruptcies or lawsuits? No

If you answered "Yes" to either of the above two questions, please explain

INFORMATION ABOUT THE PROJECT

Project Name

Property WCAD R#

Property Ownership: Own Lease Owner Approved

Detailed Project Summary and Description of Work:

Project's NAICS Code (North American Industry Classification System)

NAICS Description

City Permit Total Amount (if applicable)

Summary of Itemized Expenses:	Projected	Approved Reimbursement (CITY USE)
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL	\$0	\$0

Final bids will be used to calculate the project cost and grant amount.

Scope of work must be approved by the City of Round Rock

The link below includes the City documents used to determine compliance:
<https://www.roundrocktexas.gov/city-departments/planning-and-development-services/>

The property owner or leasee is responsible for communicating directly with the City of Round Rock to determine if any aspects of the scope of work require permits or public improvements.

DOCUMENTS REQUIRED FROM THE APPLICANT

At the time of application:

- Application (must be received prior to construction starting or permits pulled)
- Written City Approval of:
 - Permit Needs (Applicant is responsible for acquiring all appropriate permits)
- Applicant responsible for determining current Certificate of Occuapnany status
- Detailed/Itemized Construction Bids or Schedule of Values
- Before Picture (prior to construction beginning)
- Architectural Plans (if applicable)
- Architectural Renderings (if applicable)

After completion of construction:

- City Written Verification of Guideline Compliance (Non-Permit)
- Proof of Payment:
 - PAID Invoices
 - Processed Checks, Bank or Credit Card Statements matching PAID invoices
- Applicant is responsible for ensuring final scope of work matches approved scope

Applicant Signature: _____

Date: _____