



# City of Coos Bay

## Coos Bay Urban Renewal Improvement Program Application

**Project Building/Business Address:** \_\_\_\_\_

Name of applicant: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of business: \_\_\_\_\_ How many years in business: \_\_\_\_\_

Applicant is the  Property Owner  Business Owner  Other \_\_\_\_\_

If not owner of property, does applicant have lease:    yes  no

If yes, Expiration Date: \_\_\_\_\_ If no, explain: \_\_\_\_\_

*Is the property in the Floodplain?        \_\_\_ yes \_\_\_ no.*

*If yes, will the valuation of proposed improvements exceed 50% of the value of the building,  
including past related improvement?    \_\_\_ yes \_\_\_ no*

Property owner or representative contact information (if different from applicant):

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

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

### **PROPOSED IMPROVEMENTS**

Please describe in detail the proposed improvements to the property:

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Estimated cost of project \_\_\_\_\_

Proposed start date: \_\_\_\_\_

Time line/estimated completion date for project: \_\_\_\_\_

If this is a time critical project, please state latest date that applicant can be notified of grant funding approval:\_\_\_\_\_.

Brief explanation of factors contributing to the critical timing of this project:\_\_\_\_\_

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The expected processing time from submission of application to final commitment of funds is 4-6 weeks.

### **REQUIRED SUBMITTALS**

The following items must be submitted with the completed application:

1. Provide three (3) copies of the application, any drawing(s), material/color samples and current photographs showing existing conditions of each elevation of the façade proposed for renovation. Documents and photos may be submitted electronically to [derler@coosbay.org](mailto:derler@coosbay.org).
2. Three (3) detailed, itemized competitive bids from licensed contractors for the proposed work. The grant award is based on the low bid; however, an applicant may use his/her choice of contractor and pay the difference.
3. Evidence of property ownership. A copy of property tax record (available from the county assessor's webpage) may be used. For tenant business applicants, written and signed permission from the property owner is required.
4. Evidence that all city taxes, licenses and fees are current. For taxes, a copy of property tax information from the Assessor's webpage. For licenses, a photocopy of current business license may be submitted.
5. Proof in the form of documentation from the applicant's bank or lending institution demonstrating financial ability to complete the project. This document would be similar to a letter of recommendation from your banker.
6. One copy of a location map (Provided by the City staff).
7. If architectural changes are being made to the façade of a structure in a design review area:
  - a. A site plan drawn to scale indicating property lines, existing and adjacent structures and existing landscaping is required.
  - b. 3 copies of building elevation(s) drawn to scale indicating all existing as well as proposed design and structural changes and building materials and colors. The elevation drawing(s) should also include the size and location on the building of any sign modifications or awning changes.
  - c. If the project is repair/replacement of siding, repair/replacement of existing architectural features, and painting, color digital pictures shall be submitted and a site plan drawing is not required.
  - d. 3 copies of materials and color samples.
8. Upon approval of the proposed grant, a completed/signed IRS W-9 form must be submitted.

**CERTIFICATION BY APPLICANT AND OWNER**

**APPLICANT:** I understand the proposed improvements must be evaluated and approved by the Coos Bay Urban Renewal Agency as well as other local agencies. Certain changes or modifications may be required prior to final approval for funding.

Improvements will be evaluated on the criteria listed in the guideline section of the Urban Renewal Improvement Program.

Grant funds are considered taxable income by the Internal Revenue Service. A W-9 form must be submitted to the City of Coos Bay if grant funds are awarded to the applicant.

I will sign a grant agreement to maintain the improvements.

I certify that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Program award, and this application is true and complete to the best of my knowledge and belief.

\_\_\_I represent an organization rather than an individual/partnership/corporation. I certify I have the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**OWNER:** I am the owner of the subject property and I authorize this application.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Return Application by mail or in person to the Coos Bay Public Works and Community Development Department at 500 Central Ave, Coos Bay Oregon 97420 or alternatively you may e-mail the application to [permits@coosbay.org](mailto:permits@coosbay.org).

Verification of any of the information contained in this application may be obtained from any source named herein.