

Full Application
Waukegan Main Street
SLAP: Sign, Lighting and Awning Program

(To be submitted after approval from WMS Design Committee of Preliminary Application)

Required Information

Name of the Applicant _____

Name of the Business _____

Address _____

Phone _____ Fax _____

E-Mail _____

Type of Applicant (circle one) property owner business owner other

NOTE: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

How long has business been at this address? _____

When does current lease expire? _____

Property Owner's Name (if different from applicant) _____

Property owner's address _____

Property owner's phone _____

Annual gross income Under \$1 million (circle one) yes no

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Proposed improvements

Please describe below the proposed improvement to the property.

Total proposed budget _____ Proposed start date _____ Estimated completion date _____

The following must accompany this application:

1. Two bids of proposed enhancements on contractor letterhead
2. Details of improvements
 - Dimensions (complete)
 - Placement on building
 - Colors
 - Materials
 - Drawings

The application will not be reviewed until these items are complete.

Signature of applicant _____ date _____

If applicable:

I, as a Board Member of Waukegan Main Street, recused myself from voting on this application.

Signature: _____ date: _____

General Conditions

It is expressly understood and agreed that the applicant is not an agent, servant, employee or subcontractor of Waukegan Main Street.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood that the agreement is made with business /property owner and funds will be dispersed to them and not to any contractor/subcontractor involved in the work.

It is expressly understood and agreed that the applicant will not seek to hold Waukegan Main Street and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Sign, Lighting and Awning Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relation to the Sign, Lighting and Awning Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Waukegan Main Street to promote an approved project, including but not limited to, displaying a WMS sign at the site, during and after construction, and using photographs and descriptions of the project in WMS materials and other communications.

The applicant understands that Waukegan Main Street reserves the right to make changes in conditions of the Sign, Lighting and Awning Program as warranted. The approval of any applicant is at the sole discretion of Waukegan Main Street and all decisions are final.

Signature of applicant _____ date _____

If applicant is not the property owner, please have the property owner (or an authorized representative) review and co-sign this application below.

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the improvements described above as part of Waukegan Main Street’s Sign, Lighting and Awning Program.

Signature of property owner or authorized representative

date

Printed name of property owner

phone number