

DOWNTOWN DEVELOPMENT AUTHORITY GRANT PROGRAM APPLICATION

1. Applicant Information

Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner		
Applicant Name:	Business Name (If Applicable):	
Applicant Mailing Address:	City, State:	Zip Code:
Subject Property Address:	City, State:	Zip Code:
Applicant Email:	Applicant Phone:	

2. Project Information

Describe the project for which the grant is requested:	
Estimated Project Cost:	Amount Requested (Not to Exceed \$5,000):

3. Required Supporting Documents

Refer to the [Grant Program Requirements](#) document for complete details.

- ☐ An original signed letter of permission from owner (if applicant is not the property owner or holds a land contract)
- ☐ A detailed written description of the project plans (scope of work, including materials, sample color and color schemes, drawing of proposed façade, security camera specifications), which addresses how the project complies with the guidelines.
- ☐ A detailed cost estimate for all eligible costs supported by a quote from at least one and up to three independent / non-affiliated contractors or suppliers.
- ☐ Proof of ability to provide 100 percent funding of the proposed project.
- ☐ Tentative construction or installations schedule, as applicable.



Planning & Zoning Department
7275 W. Main Street
Kalamazoo, MI 49009
Phone: 269.216.5223
planning@oshtemo.org

4. Acceptance and Signature

By signing below and submitting this application, I, the undersigned applicant, affirm that to the best of my knowledge the information provided on this application is accurate and complete; that I have read and understand the terms and conditions of the Program; and that there are no delinquent accounts with Oshtemo Charter Township and/or the Oshtemo DDA.

Applicant Signature

Date of Signing

Owner Signature

Date of Signing