



**RETURN COMPLETED APPLICATION TO:**

**Grants Administration  
City of West Columbia  
200 N. 12th Street West Columbia, SC 29169**

**EMAIL: [grants@westcolumbiasc.gov](mailto:grants@westcolumbiasc.gov)  
PHONE: (803) 791-1880**

**APPLICANT INFORMATION:**

Applicant(s) Name:

Applicant(s) Mailing Address:

Phone Number:

Email Address:

What is your legal interest in the property?

Property Owner

Tenant

Other:

**If applicant is not a legal property owner, please complete the following:**

Property Owner(s) Name:

Property Owner(s) Mailing Address:

Phone Number:

Email Address:

**PROPERTY INFORMATION:**

Property Address:

Tax Parcel ID Number(s):

Property Zoning Classification:

Description of Property:

Current use of Property:

Description of Property:

**OCCUPANCY INFORMATION:**

**Please provide the following information for ALL current business occupants:**

Business Name	Owner/Manager	Phone Number
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1.

2.

3.

**PROJECT DESCRIPTION:** *(Please provide as much detail as possible.)*

- |   |   |
|---|---|
| <input type="checkbox"/> Proposed Project:                      | <input type="checkbox"/> Masonry/Carpentry Repairs                          |
| <input type="checkbox"/> Exterior signs                         | <input type="checkbox"/> Iron Bar Removal/Disposal                          |
| <input type="checkbox"/> Façade improvements                    | <input type="checkbox"/> Repair/Replace/Preserve Architectural features     |
| <input type="checkbox"/> Awnings, canopies, sunshades etc.      | <input type="checkbox"/> Entranceway Improvements (Building or Parking Lot) |
| <input type="checkbox"/> Outdoor lighting                       | <input type="checkbox"/> Restoration of historic features                   |
| <input type="checkbox"/> Painting or exterior surface treatment | <input type="checkbox"/> Storefront modification                            |
| <input type="checkbox"/> Windows and Doors Removal/Replacement  |   |

**1.** Proposed façade improvements:

**2.** Anticipated start date:

Anticipated completion date:

**3.** Anticipated total cost of entire project (including all improvements): \$

**4.** Anticipated total cost of façade improvements: \$

**5.** Total façade grant amount you are requesting (maximum \$10,000): \$

**6.** Additional comments:

**ADDITIONAL REQUIREMENTS:**

Please submit the following with completed application:

1. PHOTOGRAPHS OF EXISTING FAÇADE
2. IF AVAILABLE PLANS AND/OR ELEVATIONS OF PROPOSED IMPROVEMENTS
3. LIST OF MATERIALS TO BE USED, i.e., paint samples, material samples, lighting examples.
4. DETAILED COST ESTIMATES/BIDS FOR PROPOSED IMPROVEMENTS

**IF APPLICANT IS NOT THE PROPERTY OWNER, INCLUDE THE PROPERTY OWNER  
CONSENT FORM**

I/We certify that all information provided in or attached to this application is true and correct. I/we authorize the City of West Columbia to make any inquiries necessary in order to verify the accuracy of same or to confirm that all invoices submitted hereunder have or will be paid. I/We agree to hold the City of West Columbia harmless for any charges, damages, claims, or liens arising out of our participation in the Facade Improvement Program.

**WITNESS**

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**APPLICANT**

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Name/Title

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Signature**WITNESS**

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**APPLICANT**

---

  
Name/Title

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Signature



Facade Improvement Grant Program  
**PROPERTY OWNER CONSENT FORM**

The undersigned owner of the existing building located at: \_\_\_\_\_  
\_\_\_\_\_ (ADDRESS) certifies  
that \_\_\_\_\_ (APPLICANT) operates or intends to operate a  
business at the above location. The undersigned agrees to permit APPLICANT and his contractors or  
agents to implement improvements listed on the City of West Columbia, Facade Improvement Program  
application (APPLICATION) dated: \_\_\_\_\_.

The undersigned hereby waives any claim against the City of West Columbia (CITY) arising out of the  
use of said program funds for the purposes set forth in the APPLICATION.  
The undersigned agrees to hold the CITY harmless for any charges, damages, claims, or liens arising  
out of the APPLICANT's participation in the Facade Improvement Program.

**WITNESS**

**APPLICANT**

\_\_\_\_\_

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature

**WITNESS**

**APPLICANT**

\_\_\_\_\_

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Signature