



2024 Storefront Improvement Program Application

Name of Applicant: _____
(First Name, Last Name)

Legal Name of Business/DBA: _____

City of Evans Business License Number: _____

Physical Address of Business: _____

Mailing Address: _____
(Number, Street or PO Box)

(City, State, Zip)

Daytime Phone Number: _____

Email Address: _____

Business Description: _____

Applicant is Property Owner Tenant

IF TENANT IS THE APPLICANT (complete only if you are not the property owner):

How many years has the business been in operation? _____

How long has the business been operating at the current location? _____

When does the current lease expire? _____

If lease expires in less than two (2) years, please explain the ability to renew: _____

Number of Full-time Employees _____

Number of Part-time Employees _____

Name of Property Owner: _____
(First, Last)

Property Owner’s Mailing Address: _____
(Number, Street or PO Box)

(City, State, Zip)

Property Owner Phone Number: _____

Property Owner Email Address: _____

PROPOSED IMPROVEMENTS

Describe the proposed improvements and provide at least two (2) photographs of areas showing areas to be improved. Send photos to bstone@evanscolorado.gov. *(Photos not needed for grease interceptor projects.)* _____

A separate proposal may be attached. You are encouraged to submit additional information such as measured plans, site plans, or architectural documentation for improvements (plans, sketches, altered photos, or construction costs, permit and construction fees and taxes) with your application.

BID INFORMATION

If work will exceed \$500 in value, obtain two (2) bids for the proposed work and include with your application.

Bid #1 Company Name: _____
(Contractor business name, City Location)

Bid #2 Company Name: _____
(Contractor business name, City Location)

Which company has been chosen to perform the work? _____

It is the applicant’s responsibility to verify that the chosen contractor is licensed with the City of Evans. If not, the selected contractor must obtain a Business License before work begins or reimbursement may be delayed or denied.

BUDGET AND TIMING

Does the proposed project require a building permit? Yes No Unsure

If unsure, staff will review proposal with Community Development Staff; this could affect processing of your application and require further details prior to application consideration. Applicants or contractors are encouraged to contact the City of Evans Building Dept to determine if a permit is needed; contact the Building Department at 970-475-1120 or email NHS@evanscolorado.gov.

If you marked yes above, have you already applied for that permit? Yes No

Has permit been issued? Yes, Permit Number: _____ No

Can the contractor commit to completing the work within six (6) months of program approval or by December 23, 2024, whichever occurs first? Yes No

Total overall project budget: \$ _____

Total amount of grant funding request: \$ _____

See Question #7 of the 2024 Storefront Improvement Program Overview for maximum and percentage reimbursement amounts.

Desired Completion Date: _____

NOTE: Project shall be completed within 6 months of approval or by December 23, 2024 whichever occurs first.

PROPERTY OWNER AUTHORIZATION

If the applicant is not the property owner, the property owner or an authorized representative must review and co-sign this application below:

I, _____ am the owner of the property located at
(First, Last Name)

(Number & Street Name)

I have reviewed the above application and authorize the operator of

(Business Name)

at said address to perform improvements described above as part of the City of Evans 2024 Storefront Improvement Program.

Property Owner’s City of Evans Business License Number: _____

Note: All property owners leasing property shall obtain a business license in accordance with Section 3.04.500 and 3.04.030 of the Evans Municipal Code.

Signature of Property Owner:

Signature

Date

Print Name

APPLICATION CHECKLIST

All information must be complete and submitted with this application or will be considered incomplete and may be discarded.

- Completed Application Form
- Letter from the Secretary of State showing the business is in good standing. Obtain and print from www.sos.state.co.us.
- Completed W-9 Form. Obtain and print from www.irs.gov/pub/irs-pdf/fw9.pdf
- Any accompanying drawings and information to clarify the project.
- Before pictures (send via email to bstone@evanscolorado.gov) minimum 2
- Two or more contractor bids for each project (or major elements within a project, see Question # 7 of the 2024 Storefront Improvement Program Overview for details). Quotes must be on bidder’s letterhead.

I hereby certify that I have reviewed and understand the Evans 2024 Storefront Program Overview and that the information included and attached to this application is true and correct.

Printed Name of Applicant:

Signature of Applicant:

Date:

Application and materials may be delivered or mailed to City of Evans, Economic Development Office, 1100 37th St, Evans, CO 80620 or emailed to bstone@evanscolorado.gov.

For Office Use only:	
Date, Time Received: _____	By: _____
Materials reviewed by: _____	Date: _____
Project Location: <input type="checkbox"/> In ERA Area <input type="checkbox"/> Not within an ERA Area	
Missing materials: _____	
Date Applicant was notified of missing materials or program acceptance: _____	