



Richland Hills Development Services

3200 Diana Drive | Richland Hills, TX, 76118

817-616-3800 | richlandhills.com

Building Improvement Grant

Contact: JP Ducay, Director of Planning & Development Services, jducay@richlandhills.com, 817-616-3745

1	PROJECT INFORMATION							
A	Property Address:							
B	Estimated Begin Work Date:				Estimated Completion Date:			
C	Years in Business at This Location:							
D	Reason for Requesting Grant:							
F	Today's Date:							
2	ELIGIBILITY OF PROPERTY							
	Yes	No	Item	Notes				
A			Within the City?	•				
B			Commercially zoned?	•				
C			Tax Paying entity?	•				
D			City taxes in good standing?	•				
E			No City liens existing?	•				
F			Proof of ownership and insurance provided?	•				
G			Outstanding code violations?	•				
H			Frequency of Grants OK?	• In accordance with Section 3.1.8				
3	ELIGIBILITY OF BUSINESS							
	Yes	No	Item	Notes				
A			Business taxes in good standing?	•				
B			If not owner, authorization provided?	•				
4	ENHANCEMENTS			TOTAL COST	POLICY MAX %	POLICY MAX \$	AMOUNT REQUESTED	AMOUNT APPROVED
A	Façade: (Section 4.3) •			\$	50%	\$5,000	\$	\$
C	Landscaping: (Section 4.4) •			\$	50%	\$5,000	\$	\$
D	Lighting: (Section 4.5) •			\$	50%	\$5,000	\$	\$
E	Parking / Driveways: (Section 4.6) •			\$	50%	\$5,000	\$	\$
F	Pedestrian Amenities: (Section 4.7) •			\$	50%	\$5,000	\$	\$
G	Signage (Section 4.8) •			\$	50%	\$5,000	\$	\$
I	Demolition: (Section 4.9) •			\$	50%	\$5,000	\$	\$
J	Public Art (Section 4.10) •			\$	50%	\$5,000	\$	\$
TOTAL AMOUNT REQUESTED (not to exceed \$5,000):							\$	
TOTAL BUILDING IMPROVEMENT GRANT APPROVED:							\$	
L	<u>Please describe any planned "Non-Grant" Enhancements:</u>							

5 GRANT PRIORITIES				
	Yes	No	Preferred Area?	Notes
A			Transportation corridors including: Baker Boulevard, Boulevard 26, Handley Ederville, Glenview Drive, Airport Freeway; and Burns Street	•
	Yes	No	Preferred Business?	Notes
C			Retail	•
D			Restaurants	•
E			Professional Office	•
F			Industrial and Manufacturing	•
G			Any sales-tax generating business	•
6 ATTACHMENTS / EXHIBITS				
	Yes	No	Item	Notes
A			Ownership documentation	•
B			Photos of existing conditions	•
C			Drawing, renderings, plans of the proposed enhancements	•
D			Written description of the enhancements including building materials and color schemes	•
E			Construction cost estimate	•
F			Copy of signed lease agreement	• If Applicant is not property owner
G			Written support of the grant application from the owner	• If Applicant is not property owner
7 CONTRACTOR INFORMATION				
A	<u>Contractor for:</u>			
	Company Name			
	Contract Person:			Title:
	Address			
	Work Phone:		Cell:	Fax:
	Email:		Website:	
B	<u>Contractor for:</u>			
	Company Name			
	Contract Person:			Title:
	Address			
	Work Phone:		Cell:	Fax:
	Email:		Website:	
C	<u>Contractor for:</u>			
	Company Name			
	Contract Person:			Title:
	Address			
	Work Phone:		Cell:	Fax:
	Email:		Website:	
D	<u>Contractor for:</u>			
	Company Name			
	Contract Person:			Title:
	Address			
	Work Phone:		Cell:	Fax:
	Email:		Website:	

8	APPLICANT / OWNER CERTIFICATIONS: In accordance with Resolution 570-23 adopting the Building Improvement Grant Policy, the undersigned do hereby certify the following:		
A	Section 7.1 – Application Accuracy: The information in the Application, and all that may have been affixed thereto, is true and correct, and that the City may rely on all of the information therein contained, and all that may have been affixed thereto, as being true and correct.		
B	Section 7.2 - Compliance: I (we) certify that I am (we are) solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinance and other applicable regulations. Neither approval of an Application nor payment of a Grant upon completion of the project shall constitute approval of the project by any City department, Staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.		
C	Section 7.3 - Insurance: I (we) certify that I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.		
D	Section 7.4 - Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of five (5) years from the date of payment. No changes shall be made without prior written approval from the City.		
E	Section 7.5 - Discretionary Rights: I (we) certify that I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a matching Grant relative to the Application, whether or not such discretion is deemed arbitrary or without basis in fact, including the right to approve or disapprove a Grant on terms and conditions that are contrary to the guidelines of this policy.		
F	Section 7.6 - Policy Promotion: I (we) authorize the City to use an approved project to promote the merits of this Policy, including but not limited to displaying a sign at the Property or Business during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material, press releases, social media and on the City's website.		
G	Section 7.7 - Indemnification: I (we) certify that I am (we are) solely responsible for overseeing the work, and will not seek to hold the City, the Development Review Committee (DRC), and I or their agents, employees, officers, and / or directors liable for any property damage, personal injury, or other loss related in any way to this Policy, and by submission of an Application, agree to indemnify the City, the DRC and I or their agents, employees, officers, and I or directors from any claims or damages resulting from the project, including reasonable attorney fees.		
9	<i>I (we) hereby affirm the Certifications noted above and approve this Application for Building Improvement Grant incentives and the Enhancements identified herein.</i>		
Property Owner		Applicant / Business Representative	
Company:		Company:	
Signed:		Signed:	
Name:		Name:	
Title:		Title:	
W:	C:	W:	C:
Email:		Email:	
Address:		Address:	
Today's Date:		Today's Date:	