

**APPLICATION
FOR
SMALL BUSINESS SIGN GRANT**



**OFFICE OF HOUSING & NEIGHBORHOOD DEVELOPMENT
11 PINE STREET
HAMDEN, CONNECTICUT 06514**

www.hamdencommunitydevelopment.com

phone 203-776-5978 fax 203-562-9947

APPLICATION FOR SMALL BUSINESS SIGN GRANT

DOCUMENT CHECKLIST

Before submitting your application to the Office of Housing and Neighborhood Development, please make sure that you have attached copies of all the following documentation.

Schematic draft of the sign to be purchased

Estimated cost of the project

Copy of business license or business permit

Complete Landlord Permission Form (if applicable)

Important: Remember a copy of the Town Planning & Zoning Department's issued sign permit must be received by the Office of Housing and Neighborhood Development before the sign is installed.



**OFFICE OF HOUSING & NEIGHBORHOOD DEVELOPMENT
TOWN OF HAMDEN, CONNECTICUT
COMMERCIAL SIGN IMPROVEMENT PROGRAM**

I. General Program Guidelines

The Commercial Sign Improvement Program provides grants for new decorative or replacement business signage to commercial establishments located in the Community Development Block Grant Target Area. The Office of Housing and Neighborhood Development will reimburse the cost of new signage for a total of up to a maximum of \$2,000.00 per business.

II. Qualifications

In order to receive a sign grant, the applicant must meet the following qualifications:

1. The business must be located within the Community Development Block Grant Target Area of Census Tract 1651, 1655, or 1656.
2. The applicant must be the owner of the building or the owner of the business with the building with a lease of at least two (2) years.
3. The business and the owner must be current on all real and personal property taxes with the Town of Hamden.

III. Grant Procedures

1. Submit completed application to:

Office of Housing and Neighborhood Development
Keefe Community Center
11 Pine Street
Hamden, CT 06514
2. Upon receipt of application, a member of the Office of Housing and Neighborhood Development staff will conduct a site inspection of the property.
3. Notification of approval or disapproval will be issued within thirty days of submission of the application. If the grant is approved, the applicant will receive a *Notice to Proceed* document from the Office of Housing and Neighborhood Development which authorizes the purchase of the new signage. If the grant is not approved, the applicant will receive a letter outlining the reasons.
4. The applicant must then obtain a sign permit from the Town of Hamden Planning and Zoning Department located at the Hamden Government Center, 2750 Dixwell Avenue. Telephone 287-7070. (This must be done prior to the installation of the sign.)

5. When the sign is installed, the original bill and copy of the sign permit should be submitted to the Office of Housing and Neighborhood Development within five (5) business days.
6. The Office of Housing and Neighborhood Development then conducts a post-installation inspection to verify that the sign has been installed as approved.
7. The cost of the project is paid up to a maximum of \$2,000.00 by the Office of Housing and Neighborhood Development. Any amount in excess of \$2,000.00 is the responsibility of the business owner and will not be paid by the Office of Housing and Neighborhood Development.

For more information regarding the Highwood Commercial Sign Improvement Program or to receive an application, please call the Office of Housing and Neighborhood Development at 776-5978 or visit our office on the 2nd floor of the Keefe Community Center, 11 Pine Street, Hamden.

APPLICATION FOR SMALL BUSINESS SIGN GRANT

APPLICATION NO: _____
FOR INTERNAL USE ONLY

Name of Business: _____

Business address: _____

Telephone: _____

Business Owner: _____
Owner Address: _____

Telephone: _____

Business Owner: _____
Owner Address: _____

Telephone: _____

1. What is the nature of your business? _____

2. The property where your business is located is owned leased.

a. If the property is leased, is the length of the lease at least two (2) years?

b. If the property is leased, what is the term of the lease?
_____ (from) _____ (to)

c. If the property is leased, please provide the information on the property owner below.

OWNER NAME: _____

OWNER ADDRESS: _____

TELEPHONE: _____

3. To your knowledge, are all real and current property taxes current?
Yes No

4. **Do you agree to assume all financial responsibility in excess of \$2,000.00 for this project?** **Yes** **No**

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PLEASE READ IN ENTIRETY BEFORE SIGNING

I certify that I have received and read the General Program Guidelines for the Town of Hamden's sign-grant program and understand the qualifications and procedures for obtaining the grant as outlined.

I understand that the information collected above will be used to determine whether or not I am eligible for the Town of Hamden Office of Housing and Neighborhood Development's Small Business Sign Grant Program. I certify that the information provided above is true and complete to the best of my knowledge and belief. I understand that any willful misstatement of material facts will be grounds for disqualification. I understand that it may be a federal crime, punishable by fine or imprisonment or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code. I further understand that false or fraudulent statements are subject to prosecution.

I hereby authorize the Town of Hamden and its Office of Housing and Neighborhood Development (OHND) to obtain information as needed concerning the claims made in this application and agree that the application shall remain the property of the Town and its OHND.

Signature

Date

Signature

Date



OFFICE OF HOUSING AND NEIGHBORHOOD
11 PINE STREET, HAMDEN, CT 06514

LANDLORD AUTHORIZATION FORM

To be completed by the property owner in cases where the property is leased and not owned by the business owner.

I, the undersigned, do hereby certify that I am the owner of the property located at _____ in the Town of Hamden, Connecticut. As the owner, I further certify that there are no outstanding real or property taxes owed against the property.

I do hereby grant permission to _____ doing business as _____ to install a sign on the front of the building for purposes of advertising and marketing the business to the public.

Owner Name (print)

Owner Signature

Date

Witness Name (print)

Witness Signature

Date

Witness Name (print)

Witness Signature

Date