

Haltom City, Texas

Property Enhancement Incentives Policy

1. INTRODUCTION / GOALS

This program is a matching grant program that reimburses commercial property owners or business operators for Eligible Enhancements made to the Property. Following are the goals of this Policy:

- A. Enhance the commercial viability and sustainability of commercial properties in the City;
- B. Improve the physical appearance of businesses and visibly enhance the City's commercial corridors;
- C. Increase the marketability and occupancy rate of commercial buildings hindered by an outdated appearance;
- D. Increase the safety of a commercial area and stimulate more public interaction;
- E. Provide incentives in areas and to businesses most likely to stimulate similar enhancements by other private entities; and
- F. Facilitate the latest trends in innovative transportation planning and urban design standards.

2. DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: Shall mean the Property owner or business occupant signing the Application for a Property Enhancement Grant.

Application: Shall mean the Application for Property Enhancement Incentives as maintained by Staff.

City: The City of Haltom City, Texas.

City Council: The City Council of the City.

Code Violations: Shall be any violation of the City's code of ordinances.

Construction Costs: The cost of permits, fees, construction materials, and installation labor. All other associated costs are deemed excluded, including, but not exclusively, the following costs: design, construction document preparation, bidding, sweat equity and construction financing.

Eligible Enhancements: Shall mean the Enhancements identified as eligible in Section 4 herein.

Enhancements: Shall be those property enhancements described in Section 4.

Facade: Shall mean the exterior of a building.

Notice to Proceed: A written notice from City Staff authorizing the Applicant to begin construction as approved by the City.

Policy: Shall mean this Property Enhancements Incentives Policy.

Property: Shall mean the physical lot and / or building to which Enhancements are being made.

Property Enhancement Grant: Shall mean the financial support to make designated Property Enhancements as approved by the City Council, and sometimes referred to as a "Grant."

Staff: The City Manager or his or her designee.

3. ELIGIBILITY

The following Properties and Businesses are eligible to receive Grants:

- A. Properties: Only properties meeting the following requirements at the time an Application is submitted shall be eligible to receive Grants as outlined by this Policy:
- i. Within the City: The property must be located within the City's municipal boundaries.
 - ii. Commercially Zoned: The property must be zoned for non-residential uses.
 - iii. Taxes: The property shall be in good standing as it relates to taxes due to the City.
 - iv. City Liens: The property shall be in good standing as it relates to any liens held by the City.
 - v. Ownership: Property owners must provide sufficient proof of ownership.
 - vi. Code Violations: Property must not have any outstanding code violations.
 - vii. Frequency: Property must not have received a Grant or Grants equal to or greater than the Maximum Amount in Section 4.L for the same category of Enhancement (e.g. Façade, Landscaping) in the last two (2) years. (It is the intent of the Policy to allow multiple Grants from different Enhancement categories on a single property.)
 - viii. Ineligible Properties: Ineligible Properties include, though not exclusively, all residential properties.
- B. Businesses: Only businesses meeting the following requirements shall be eligible to receive benefits outlined by this Policy:
- i. Taxes: The business shall be in good standing as it relates to taxes due to the City.
 - ii. Property Owner Approval: Businesses, if not the owner of the property to be occupied, must provide a copy of their lease agreement and support of the Grant Application from the Property Owner prior to City approval of the Application.

4. ENHANCEMENTS

- A. Aspirations: As with any policy or regulatory ordinance, it is difficult to precisely regulate factors that are not easily defined. With that in mind, the following are to be considered aspirations for contemplated Enhancements:
- Enhancements should be compatible with the character and architecture of the individual building and those in proximity;
 - Where appropriate, Enhancements may act as a catalyst to create a unique environment;
 - Enhancements should make the Property more inviting to the public;
 - Enhancements should make a Property safer and more easily accessible to the public; and
 - Enhancements that are functional as well as visually appealing.
- B. General Enhancement Eligibility: Property Enhancements shall be deemed as eligible or ineligible for the benefits of this Policy as defined below. In general, the following, though not exclusively, are ineligible for all Enhancements:
- Any Enhancements made prior to the Notice to Proceed from the City;
 - Sweat equity or "in-kind" services;
 - New construction which is not specifically listed in this Policy as an Eligible Enhancement;
 - Any Enhancements to remedy code violations of a Property or Business;

- Fees for designing, engineering, surveying, legal services, financing, etc.; or
 - Any Enhancements not identified as eligible below. A potential applicant may discuss an enhancement not identified below with City staff to ascertain whether or not the enhancement meets the Purpose and Intent of this Policy. If so, an amendment to this Policy may be placed before the City Council to determine the merits of including a new eligible enhancement.
- C. Façade Enhancements: The following are Eligible Enhancements related to Façade Enhancements on the Property except as noted otherwise:
- i. Façade Materials: Replacing deteriorated or unsafe façade materials with brick, stone, tile, wood, or siding. Removal of “slip” coverings of prior façade materials and re-establishment of historic façade details. Repointing of mortared joints, replacement or repair of damaged masonry.
 - ii. Cleaning: Pressure washing or sand blasting existing facades, cleaning of tiles.
 - iii. Painting: Scraping, priming and otherwise preparing the surface and painting of a previously painted building.
 - iv. Window / Doors: Replacement of, or improvements to, existing windows or doors that are visible from a public street. Replacement of broken glass panes.
 - v. Awnings / Canopies: Replacement of, or improvements to, existing awnings or canopies. New awnings or canopies.
 - vi. Historical Restoration: Restoration of architectural details of historic significance and / or removal of elements covering such details.
 - vii. Visible Roof Repair: Replacement or repair of the portions of the roof that are visible from an adjacent public street.
 - viii. Gutters and Downspouts: Replacement or repair of existing gutters and / or downspouts.
 - ix. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: burglar bars, painting a previously unpainted building.
- D. Interior Renovation: The following are Eligible Enhancements related to Interior Renovation on the Property except as noted otherwise:
- i. Safety Concerns: Remodeling that resolves safety problems or enhances the safety of the public when occupying the Property.
 - ii. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: painting, wallpaper, aesthetic treatments, and lighting.
- E. Landscaping: The following are Eligible Enhancements related to Landscaping on the Property except as noted otherwise:
- i. Edging: Providing a perimeter to shrub beds with materials deemed to be of a long life, e.g. brick, stone, concrete, steel.
 - ii. Shrubs and Trees: Shrubs and / or trees of a variety that are sustainable in the area when combined with removal of existing shrubs and / or trees that are either overgrown or of poor quality.
 - iii. Xeriscaping: Landscaping with drought-tolerant plant materials and water-conserving irrigation practices.

- iv. Seasonal Color: Providing one-time planting of annual or perennial flowers in critical areas adequate to provide an appealing impact.
 - v. Irrigation: Automatic irrigation system complying with all code requirements.
 - vi. Lawn Renovation: Removal or re-establishment of an existing lawn with a desirable type of lawn.
 - vii. Fencing: Replacement of dilapidated fencing or installation of new fencing that is visually appealing.
 - viii. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: landscape pruning, mowing and / or maintenance.
- F. Lighting: The following are Eligible Enhancements related to Lighting on the Property:
- i. Pedestrian Safety: Lighting that enhances the safety of the public on or adjacent to the property, e.g. sidewalks, parking lots.
 - ii. Accents: Lighting that accentuates features of the building or property creating a pleasant ambience on the Property.
 - iii. Signage: Lighting that illuminates signage identifying the business.
- G. Parking / Driveways: The following are Eligible Enhancements related to Parking and Driveways on the Property except as noted otherwise:
- i. Reconstruction: Removal of existing pavement, gravel, curbing, drives, accessibility ramps, etc. and replacement with reconstruction meeting City requirements.
 - ii. Resurfacing: Re-topping asphalt parking areas.
 - iii. Restriping: Repainting of parking stall stripes, fire lane graphics.
 - iv. Ineligible: Though not an all-inclusive list, the following are specifically not eligible: any surface that is not an all-weather hard surface, as that term is defined in the City's zoning ordinance.
- H. Pedestrian Amenities: The following are Eligible Enhancements related to Pedestrian Amenities on the Property:
- i. Paving: Paving of a unique nature in areas that allow customers to congregate.
 - ii. Seating Areas: Provisions for seating in areas where customers may congregate before, during or after supporting the business.
 - iii. Shade: Provisions for shading pedestrian areas to include permanent or temporary canopies, umbrellas or similar shade structures.
 - iv. Music: Provisions for permanent installation of fixtures to accommodate providing music in areas where customers congregate.
- I. Signage: The following are Eligible Enhancements related to Signage on the Property. Replacement of signs that do not conform to current City requirements is a priority for the City.
- i. Replacing Signs: Replacing existing signs, whether non-conforming or not, with new signage that complies with all City requirements.
 - ii. New Signs: New signs for existing or new businesses when combined with other Enhancements.

- J. Utilities: The following are Eligible Enhancements related to Utilities on the Property:
- i. Upgrading: The upgrading or new installation of utilities serving the Property to commercial needs. This might include electric, phone, Internet or similar.
 - ii. Placement Underground: The placement of existing or new utilities underground.
- K. Code Compliance: The following are Eligible Enhancements related to Code Compliance on the Property:
- i. Public Accessibility: Reconstruction or new construction to comply with public accessibility requirements.
 - ii. Fire Sprinkler Systems: Replacement, upgrade, or installation of fire sprinkler systems in compliance with current codes.
- L. City Participation Limitations: Shown below are the City participation limitations for Grants given in accordance with this Policy. The Maximum Percentage shall be the maximum percentage of the total cost of the Enhancements that the City will grant the Applicant. The Maximum Amount is the maximum dollar amount to be contributed for that category of Enhancements. The potential Grant for each type of Enhancement would be the lesser of the Maximum Percentage or Maximum Amount.
- i. Accumulative Maximum Grant: Notwithstanding the Maximum Percentage and Maximum Amount limitations for each type of Enhancement, no Property or Business may receive more than \$10,000 in Grants during one 12 month period. For example, if a Property received the Maximum Amount for certain Landscaping Enhancements (\$5,000), the Property would only be eligible for a maximum amount of \$5,000 for another type of Enhancement within the same 12 month period.

Section	Type of Enhancement	Maximum Percentage	Maximum Amount
4.C	Façade Enhancements	50 %	\$10,000
4.D	Interior Renovation	20 %	\$4,000
4.E	Landscaping	30 %	\$5,000
4.F	Lighting	30 %	\$5,000
4.G	Parking / Driveways	40 %	\$10,000
4.H	Pedestrian Amenities	20 %	\$4,000
4.I	Signage	50 %	\$8,000
4.J	Utilities	20 %	\$4,000
4.K	Code Compliance	40 %	\$5,000

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5. GRANT PRIORITIES

The City has determined that the following are priorities for the benefits of this Policy. The evaluation of the merits of any Application shall take into consideration whether or not the Application also meets these priorities.

- A. Preferred Areas: The following areas of the City are areas of priority for implementation of this Policy:
 - i. Belknap Street;
 - ii. Denton Highway;
 - iii. Beach Street;
 - iv. Broadway Avenue;
 - v. Haltom Road;
 - vi. Midway Road;
 - vii. Carson Street;
 - viii. NE 28th Street;
 - ix. State Highway 121; and
 - x. Western Center Blvd.

6. ADMINISTRATIVE PROCEDURES

The following are the Administrative Procedures regarding the application for and approval of Property Enhancement Grants:

- A. Pre-Submittal: All Applicants are encouraged to meet with Staff prior to preparation of an Application. Applicants should contact the following to set up a meeting:
 - Department of Economic Development
 - 5024 Broadway Avenue, Haltom City, TX 76117
 - PH: (817) 222-7723
 - EM: EconDev@HaltomCityTx.com
- B. Application: The submittal of an Application is required prior to any evaluation of the request for Property Enhancement Grants. The Application shall be on a form prepared by Staff and available on the City's website or in the office of Economic Development.
 - i. Required Information: The following shall be included with the Application:
 - a. Proof of ownership of the Property;
 - b. Photographs of the Property;
 - c. Drawings, renderings, plans of the proposed Enhancements;
 - d. Written description of the Enhancements including building materials and color schemes to be used;
 - e. Construction Cost estimates from at least two (2) different contractors; and

- f. If Applicant is not the Property owner:
 - 1. Written approval of the Grant Application from the owner; and
 - 2. Copy of the signed lease agreement.
- C. Review & Evaluation: The following are criteria to review and evaluate the Application:
 - i. Review Criteria:
 - a. Completeness of Application: Completeness of the Application; including all required attachments.
 - b. Grant Priorities: Is the Property located in a Preferred Area as previously defined in Section 5.
 - c. Impact: An estimation of the impact that the Enhancements might have, particularly as a catalyst for continued private investment.
 - d. Non-funded Improvements: Are the improvements associated with the Grant part of a larger effort to enhance the property.
 - e. Elimination of Non-Conformity: Do the Enhancements eliminate a legal non-conforming aspect of the Property.
 - f. Enhanced Safety or Access: Do the Enhancements provide for a safer environment or enhanced access for the public.
 - ii. Staff Evaluation and Recommendation: The coordinating Staff member shall convene a team of the appropriate Staff members to evaluate the Application. Upon review, Staff shall prepare a recommendation to forward to the City Council.
 - a. Site Visit: Prior to formal evaluation of the Application by Staff, the Applicant shall allow Staff the opportunity to visit the Property to verify its status prior to any Enhancements.
- D. Approval: The City Council shall make the final decision regarding the merits of the Application and the appropriate Property Enhancement Grant to be given, if any. Upon approval of a Grant, the City Council will authorize Staff to enter into an Agreement with the Applicant on a form acceptable to Staff and the City Attorney. The Agreement, at a minimum, must contain the following:
 - i. Enhancements: List the specifications of the proposed Enhancements on the Property.
 - ii. Access: Provide the City and Staff access to the Property to ensure that the Enhancements or repairs are made according to the specifications and conditions in the Agreement.
 - iii. Grant: Provide for the procedures of the Grant payment.
 - iii. Recapture Provisions: Provide for the repayment of a Grant if the Applicant or the condition of the Property do not fulfill all obligations required under the Agreement. The City may take any remedy necessary to recover the funds, including filing a lien on the Property.
- E. Pre-Construction Meeting: If the Grant is approved by City Council, and if deemed necessary by Staff, the Applicant must attend a pre-construction meeting with Staff to coordinate any required permits, execute Grant documents, and resolve any questions either party might have.
- F. Notice to Proceed: Upon approval by the City Council, staff shall prepare and issue a written Notice to Proceed authorizing the Applicant to begin work on the Enhancements.
 - i. Required: All Grant documents must be executed and all required permits received prior to issuance of the Notice to Proceed.

- ii. Beginning of Work: All work must begin within sixty (60) days of the issuance of the Notice to Proceed.
- iii. Completion of Work: All work for approved projects must be complete within ninety (90) days of the Notice to Proceed unless an Applicant's written request for extension is granted in writing by Staff.
- G. Construction: All construction shall be in accordance with all requirements for permitting and inspection required by the City.
- H. Verification: Upon completion and approval of the work by the City, Staff shall verify that the work has been performed as authorized in the approved City Council action.
 - i. Documentation: The Applicant shall provide staff with documentation necessary to determine the costs of the Enhancements as approved by the City Council. E.g. copies of paid contractor invoices, receipts or processed checks. Costs not supported by adequate documentation shall not be eligible for reimbursement.
- I. Payment: Upon verification of compliance with City Council action, Staff shall cause a check to be issued by the City to the Applicant in the approved amount.
 - i. Cost Overruns: Any costs above and beyond the amounts approved by City Council shall be the responsibility of the Applicant.

7. APPLICANT / OWNER CERTIFICATIONS

- A. Application Accuracy: The Applicant shall state that the information provided 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. Compliance: The Applicant shall certify that they 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 Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department or staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.
- C. Insurance: The Applicant shall certify that they maintain sufficient insurance coverage for property damage and personal injury liability relating to the project.
- D. Maintenance: The Applicant shall certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.
- E. Discretionary Rights: The Applicant shall acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a Grant relative to this Application, whether or not such discretion is deemed arbitrary or without basis in fact.
- F. Policy Promotion: The Applicant shall 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 and press releases.

- G. Indemnification: The Applicant shall certify that they are solely responsible for overseeing the work, and will not seek to hold the City, and / 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, agrees to indemnify the City, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.

8. GENERAL PROVISIONS

- A. Termination: The City has the right to terminate any Agreement under this Policy if an Applicant is determined to be in violation of any conditions set forth in this Policy.
- B. Changes During Construction: If an Applicant seeks to change the scope of their project after a Grant has been approved, the Applicant shall meet with Staff to discuss the desired change. Staff has the authorization to approve minor modifications during construction. Any other desired modification shall be placed before the City Council for reconsideration.
- C. Flexibility: The terms and conditions of this Policy are a guideline for City Council during their deliberation and evaluation. The City reserves the right to modify the terms and conditions herein at any time, including for any pending Application.
- D. Section or Other Headings: Section or other headings contained in this Policy are for reference purposes only and shall not affect in any way the meaning or interpretation of this Policy.
- E. Severability: In the event that any provision of this Policy is illegal, invalid, or unenforceable under present or future laws, then, and in that event, it is the intention that the remainder of this Policy shall not be affected thereby.
- F. Amendments: Staff may amend the form of the Application as needed to more efficiently evaluate the merits of requested Enhancements.

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Application for Property Enhancement Incentives

Contact: Susan White, Business Development Coordinator / (817) 222-2273 / swhite@haltomcitytx.com

1.0 PROJECT INFORMATION							
1.a	Property Address:						
1.b	Estimated Begin Work Date:	Estimated Completion Date:					
1.c	Years in business at this location:						
1.d	Reason for requesting grant:						
2.0 ELIGIBILITY OF PROPERTY							
	Yes	No	Item	Notes			
2.a			Within the City?	•			
2.b			Not residentially zoned?	•			
2.c			City taxes in good standing?	•			
2.d			No City liens existing?	•			
2.e			Proof of ownership provided?	•			
2.f			Outstanding code violations?	•			
2.g			No grants received in 2 years?	• In accordance with Section 3.A.vii			
3.0 ELIGIBILITY OF BUSINESS							
	Yes	No	Item	Notes			
3.a			Business taxes in good standing?	•			
3.b			If not owner, authorization provided?	•			
4.0	Enhancements		Total Cost	Policy Max %	Policy Max \$	Amount Requested	Amount Approved
4.a	<u>Facade</u> : (Section 4.C) •		\$	50%	\$10,000	\$	\$
4.b	<u>Interior Renovation</u> : (Section 4.D) •		\$	20%	\$4,000	\$	\$
4.c	<u>Landscaping</u> : (Section 4.E) •		\$	30%	\$5,000	\$	\$
4.d	<u>Lighting</u> : (Section 4.F) •		\$	30%	\$5,000	\$	\$
4.e	<u>Parking / Driveways</u> : (Section 4.G) •		\$	40%	\$10,000	\$	\$
4.f	<u>Pedestrian Amenities</u> : (Section 4.H) •		\$	20%	\$4,000	\$	\$
4.g	<u>Signage</u> : (Section 4.I) •		\$	50%	\$8,000	\$	\$
4.h	<u>Utilities</u> : (Section 4.J) •		\$	20%	\$4,000	\$	\$
4.i	<u>Code Compliance</u> : (Section 4.K) •		\$	40%	\$5,000	\$	\$
4.j	(Max. Grant Per Policy = \$10,000) TOTAL PROPERTY ENHANCEMENT GRANT APPROVED:						
4.k	Describe any planned Non-Grant Enhancements:						

5.0 GRANT PRIORITIES				
	Yes	No	Preferred Area?	Notes
5.a			Belknap Street, Carson Street, Denton Highway, Beach Street, Broadway Avenue, Haltom Road, Midway Road, NE 28 th Street, S.H. 121, Western Center Blvd.	•
6.0 ATTACHMENTS / EXHIBITS				
	Yes	No	Item	Notes
6.a			Ownership documentation	•
6.b			Photos of existing conditions	•
6.c			Drawing, renderings, plans of the proposed enhancements	•
6.d			Written description of the enhancements including building materials and color schemes	•
6.e			Construction cost estimates from two contractors	•
6.f			Copy of the signed lease agreement	• If Applicant is not property owner
6.g			Written support of the grant application from the owner	• If Applicant is not property owner
7.0 CONTRACTOR(S) INFORMATION				
7.a	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
7.b	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
7.c	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	
7.d	Contractor for:			
	Company Name:			
	Contact Person:		Title:	
	Address:			
	Wk Phone:		Cell:	Fax:
	Email:		Website:	

8.0	Applicant / Owner Certifications: In accordance with Resolution R-2015-003-01 adopting the Property Enhancement Incentives Policy, the undersigned do hereby certify the following:																
8.a	Section 7.A - Application Accuracy: The information provided in this Application, and all that may have been affixed hereto, is true and correct, and that the City may rely on all of the information herein contained, and all that may have been affixed hereto, as being true and correct.																
8.b	Section 7.B - Compliance: I (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 Property Enhancement Grant upon completion of the project shall constitute approval of the project by any City department or staff or a waiver by the City of any safety regulation, building code, ordinance or other applicable regulation.																
8.c	Section 7.C - Insurance: I (we) maintain sufficient insurance coverage for property damage and personal injury liability relating to this project.																
8.d	Section 7.D - Maintenance: I (we) certify that the Enhancements, once approved by the City shall be maintained for a period of three (3) years from the date of payment. No changes shall be made without prior written approval from the City.																
8.e	Section 7.E - Discretionary Rights: I (we) acknowledge that the City has the absolute right of discretion in deciding whether or not to approve a Grant relative to this Application, whether or not such discretion is deemed arbitrary or without basis in fact.																
8.f	Section 7.F - 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 site during and within thirty (30) days after construction, and using photographs and descriptions of the project in distribution material and press releases.																
8.g	Section 7.G - Indemnification: I (we) certify that they are solely responsible for overseeing the work, and will not seek to hold the City, and / 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, agrees to indemnify the City, and / or their agents, employees, officers, and / or directors from any claims or damages resulting from the project, including reasonable attorney fees.																
9.0	I (we) hereby affirm the Certifications noted above and approve this Application for Property Enhancement incentives and the Enhancements identified herein.																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">9.a - Property Owner</th> <th style="width: 50%; text-align: center;">9.b - Applicant / Business Representative</th> </tr> </thead> <tbody> <tr> <td>Company:</td> <td>Company:</td> </tr> <tr> <td>Signed:</td> <td>Signed:</td> </tr> <tr> <td>Name:</td> <td>Name:</td> </tr> <tr> <td>Title:</td> <td>Title:</td> </tr> <tr> <td>Wk: Cell:</td> <td>Wk: Cell:</td> </tr> <tr> <td>EM:</td> <td>EM:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> </tr> </tbody> </table>		9.a - Property Owner	9.b - Applicant / Business Representative	Company:	Company:	Signed:	Signed:	Name:	Name:	Title:	Title:	Wk: Cell:	Wk: Cell:	EM:	EM:	Address:	Address:
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Name:	Name:																
Title:	Title:																
Wk: Cell:	Wk: Cell:																
EM:	EM:																
Address:	Address:																

Note: Staff may amend the form of this Application as needed to more efficiently evaluate the merits of requested Enhancements.