



First Impressions Program

You never get a second chance to make a first

Application requirements can vary depending on the type of project being proposed. Before applying, please contact: Don McCord, WDC Executive Director, 716-326-2200 or dmccord@westfieldny.com

****All must comply with the Façade Improvement Program Guidelines****

Applicant Information

Applicant name: _____

Preferred mailing address: _____

Preferred e-mail address: _____

Preferred phone: _____

Applicant is: Building Owner Tenant Other: _____

Location of proposed project: _____

Business (if applicable): _____

Project Information

Proposed project includes (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Façade: Cleaning and/or repointing of brick (Tier 3) | <input type="checkbox"/> Architectural Improvement (Tier 4) |
| <input type="checkbox"/> Façade: Repair or replacement of windows (Tier 3) | <input type="checkbox"/> Signage: Wall sign (Tier 1) |
| <input type="checkbox"/> Façade: Repair or replacement of doors (Tier 3) | <input type="checkbox"/> Signage: Perpendicular sign (Tier 1) |
| <input type="checkbox"/> Façade: Painting (Tier 3) | <input type="checkbox"/> Signage: Awning lettering (Tier 1) |
| <input type="checkbox"/> Façade: Awnings (Tier 2) | <input type="checkbox"/> Signage: Window lettering (Tier 1) |
| <input type="checkbox"/> Exterior lighting: architectural lighting (Tier 1) | <input type="checkbox"/> Other: _____ |

Project Description

Please submit a typed explanation of the current condition of the building, signage, or site, the proposed scope of work, and the expected impact of the project. Photographs can be included to illustrate current condition.

Cost Estimates

The First Impressions Program requires cost estimates to be submitted for all work to be completed. Please list all work to be completed in the table below and indicate a total of each estimate. The lowest estimate should be used to compile your total project cost and grant request.

If you are proposing a streetscape project, please contact Don McCord, WDC Executive Director, prior to obtaining quotes.

Work to be completed	Estimate #1	Estimate #2	Lowest Estimate

Total Estimates Project Cost: \$ _____ (total of lowest estimates)

Grant Request: \$ _____ (50% of total project cost)

Applicant's Matching Funds: \$ _____ (project cost minus grant)

Eligibility Requirements

1. Are Village, County, Town and School taxes current?

Yes No Unsure

If "no" or "unsure" please explain: _____

2. Are proposed improvements in compliance with the Village or Town of Westfield Design Guidelines?

available here:

Yes No Unsure

If "no" or "unsure" please contact Don McCord, WDC Executive Director PRIOR to applying.

3. Have you contacted the Village or Town to inquire about required building permits and/or signage permits?

Yes No

If "no" please ensure you do so. While permits do not need to be submitted with your First Impressions Program application, they must be in place before any work can begin.

Application Attachments

The following items **may** be required to accompany your First Impressions Program application.

Please contact Don McCord, WDC Executive Director, before applying to confirm which items apply to your project.

Cost estimates for all work to be completed. Estimates submitted should match the information listed above in the cost estimates table.

Current photograph(s) showing existing condition of project building or project site.

Annotated photograph(s) of project building or site identifying location(s) of improvements to be made.



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- **For façade projects**, this may be an architect's rendering of the work to be completed including paint colors, door, window, and/or awning selections
- **For lighting projects**, this may be online or catalog images of the fixtures and specs for the bulbs
- **For signage projects**, this may be a sign maker rendering including dimensions of signage, location of signage, materials, colors, and description of mounting hardware and brackets

Certification

Please read and initial the following statements, indicating that you understand and agree to each:

___ I am eighteen years of age or older. I have read the program guidelines and application, understand its contents and agree to comply with program requirements.

___ I hereby certify that to the best of my knowledge, all of the information provided in this application is true and correct. I understand that any willful misstatement of material fact will be grounds for disqualification. The Westfield Development Corporation is hereby authorized to verify any of the above information in any appropriate matter, and to inspect the property prior to grant approval and following work completion.

___ I understand that any contract for improvements to be paid for, in part, by the Program shall be between the contractor and myself, and that I should not sign any contract for work under this program until authorized to do so in writing. I understand that the grant payment is subject to the satisfactory completion of the approved work.

___ I also understand that the Westfield Development Corporation is not responsible or liable for any breach of contract, faulty workmanship, accident, liability, or damage, which might arise from (my/our) relationship with the contractor.

___ I hereby grant the Westfield Development Corporation the unrestricted right to use, for any lawful purpose, photographs taken of the property listing herein, which I own and/or for which I have the authority to grant such permission, and to use my name in connection therewith if it so chooses. I release and discharge the WDC from any and all claims or causes of action arising from the use of such photographs, including, without limitation, claims for libel or invasion of privacy.

___ I understand that the WDC will only pay for costs as defined in the Façade Improvement Program Guidelines, as scoped in my contract with the WDC.

Applicant's Signature

Date

Application Assistance & Questions

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