

Policy 003/2024 SCHEDULE A
Storefront Improvement Program Application Form

SECTION A – Notice to Applicants

Your application information will be assessed for conformance to the guidelines of the Town of Rocky Mountain House Storefront Improvement Program Policy 003/2024.

Completed application forms will be sent to planningdept@trmh.ca. Administration will contact you to request any mandatory information if it is missing from your application form.

In order for your application to be eligible, you must have the authority:

- To enter into contracts and agreements on behalf of this property or business
- To certify that the information in the application is true, accurate and complete.

The personal information that you provide to the Town of Rocky Mountain House on this form is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP Act. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at 403-845-2866.

SECTION B – Applicant Information

1. Business Legal Name (as it appears on legal documents)

2. Business Operating Name (if different from legal name)

3. Contact Name

Phone Number

Email Address

4. Mailing Address

Street Number and Name

City or Town

Province

Postal Code

5. Property Address

Street Number and Name

City or Town

Province

Postal Code

6. Applicant is the ☐ **Property Owner** ☐ **Business Tenant**

If the Applicant is the Business Tenant, how many years remaining in current lease?

7. Property Owner Name

SECTION C – Building Information		
8. Indicate which apply: <input type="checkbox"/> Single Storefront <input type="checkbox"/> Corner Property <input type="checkbox"/> Multi-tenant Building		
9. Number of Stories	10. Age of the Building	11. Current Use of Building (ex. retail, office, restaurant)
12. Description of Improvements Please ensure that all attachments are clearly labeled. I have provided a: <input type="checkbox"/> detailed description of the proposed improvements. <input type="checkbox"/> detailed drawing and listing of proposed design and materials. <input type="checkbox"/> copy of the certificate of title. <input type="checkbox"/> signed letter from the landowner agreeing to the proposed design. <input type="checkbox"/> quote for the proposed improvements from a licensed contractor.		
SECTION D – Funding Request		
13. Funding Request Amount (\$5,000 maximum)		
14. Amount of Window Wrap (\$350 maximum)		
15. Total Overall Cost of Improvements		

I understand my application submission does not constitute a guarantee for funding under the Town of Rocky Mountain House's Storefront Improvement Program. I certify that all information is true and accurate to the best of my knowledge and if approved, work will be completed in accordance with the Reimbursement Agreement entered into with the Town.

I have reviewed the program brochure and am aware with the responsibilities of each party. I accept the qualifications and will abide by such conditions through signature below.

Signature of Applicant/Owner: _____

Date: _____