



Facade Improvement Program
Self-check pathway

1). Applicant accesses the documents electronically below in the link provided.

<https://www.westbrookmaine.com/584/Downtown-Facade-Improvement-Program>

Applicant to keep:

- Self-check Pathway
- Downtown Facade Program Extension Map
- Program summary graphic
- Program Overview
- Village Review Overlay Standards
- City Council approved program rationale letter

Applicant to return to ED staff:

Completed application (See #2 below)

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2). Applicant and ED staff gather, complete and process together, as needed-

PREPARING THE APPLICATION

- Application
- W9
- Before photo(s)
- Renderings of proposed changes
- Proof that property taxes are paid
- Proof of ownership/rental agreement
- Three estimates per project
- Rationale email/letter if applicant prefers a higher bid
- Email from Planning (Becca Spitella) re: status of project needs

APPLICANT APPROVAL

- ED office Facade grant award

AFTER PROJECT COMPLETION

- Proof of payment, in full, to contractor(s) - cancelled check(s)
- Lien waiver(s) or Final Inspection Certification
- Contractor(s) invoice(s)

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3). ED staff and Accounting finalize payment

- W9
- Payment request form
- Lien waiver(s) or Final Inspection Certification
- Invoice(s)
- Requisition form
- Facade grant award letter
- Proof of payment

Note: Checks arrive to applicants typically +/- 3 weeks after completion of step 3.