



# CITY OF VACAVILLE

## ECONOMIC DEVELOPMENT DEPARTMENT

650 Merchant Street • Vacaville, CA 95688 • CityofVacaville.gov • 707.449.5100

## Destination Downtown Pilot Program

### Application Checklist

The application must include the following components:

- ❑ **Fully Completed Application Form**
  - Must include property owner(s) of record signature, if the applicant is not also the owner. A hard copy of all signatures is required. Contact information if a copy is submitted for verification of ownership.
- ❑ **Detailed Description of the Proposed Improvements**
  - A complete scope of work for the proposed improvements ([view template scope of work document](#)). The scope of work must include: an itemized list of all proposed improvements, a description of all proposed improvements, must include colors and/or material choices, and an estimated cost for each proposed improvement.
- ❑ **Graphic representation of proposed changes**
  - This should illustrate the proposed improvements. Acceptable formats include conceptual drawings, photo representation, plans and/or graphic mock-up.
- ❑ **Written consent from the building owner where the improvements are to occur (if applicable)**
  - If the applicant is not the building owner, written consent from the building owner must be provided.
- ❑ **Photographs of the current condition of the area where the improvements are to occur.**
  - Close-up photographs of the storefront in its current condition, and another photo of the entire building façade including the adjacent building storefronts.
- ❑ **A description of the source of private investment to be used for all project costs that exceed the amount of funding assistance from this program.**
  - For example, an applicant's cash on-hand and/or a bank loan
- ❑ **Written evidence that tenants have a minimum of three (3) years lease term remaining after the projected completion of improvements.**
- ❑ **For projects over \$10,000, minimum of two (2) bids showing total cost of proposed improvements.**
  - A written estimate from a minimum of two (2) vendors for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs.
- ❑ **[General Conditions Acknowledgement and Agreement](#) by applicant and property owner (if applicant is not the owner).**