



DOWNTOWN DEVELOPMENT AUTHORITY
200 N. Lake Street, Cadillac, MI 49601
(231)281-7458
towens@cadillac-mi.net

CADILLAC DDA LOW-INTEREST BUILDING IMPROVEMENT LOAN PROGRAM **APPLICATION**

To ensure construction can proceed promptly upon approval, all applicants must submit a Complete Scope of Work at the time of application. A project is considered ready for review when the following requirements have been satisfied:

- ☐ **Detailed Project Description:** A written narrative outlining all proposed exterior improvements and alterations including the types of materials to be used and proposed color palette. Project description should also provide an estimated start date for construction.
- ☐ **Visual Documentation:** Current "before" photographs of the property and any applicable design drawings, sketches, or architectural renderings of the proposed changes.
- ☐ **Professional Estimates & Eligible Costs:**
 - For Contractor-Led Projects: A detailed quote from a licensed contractor. Program funds may be used to cover the verified cost of professional labor, materials, supplies, and equipment rentals directly related to the approved scope of work.
 - For Non-Contractor Projects: For projects that do not require the use of a licensed contractor (e.g., minor painting or signage), applicants must provide an itemized list of materials and their associated costs.

Applicant Name: _____ Phone Number _____

Applicant Address: _____

Applicant Email: _____

Project Building Location: _____

Owner of Record: _____

If Leased: Lease Expires _____ Renewal Term _____

Project Description: Describe in detail the proposed scope of work, using additional sheets if necessary. Attach any architectural sketches or drawings if applicable. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, carpentry, electrical etc., as an attachment.

Participating Lender Designation: Please mark the participating financial institution of your choice who will process your loan:

☐ Horizon Bank, 302 S. Mitchell Street, Cadillac MI 49601, 775-6151
☐ Fifth Third Bank, 123 S. Mitchell Street, Cadillac, MI 49601, 779-2700
☐ Huntington Bank, 103 N. Mitchell Street, Cadillac, MI 49601, 775-4611
☐ Mercantile Bank, 114 W. Pine Street, Cadillac, MI 49601, 775-9000
☐ Wexford Community Credit Union, 1021 N. Mitchell Street, Cadillac, MI 49601 775-2801

Anticipated Project Cost: _____

Anticipated Construction Start Date: _____ Completion Date: _____

Contractor Bid #1: _____ Contractor Bid #2: _____

(A minimum of two contractor bids is recommended.)

Mortgage Information: Is there a current mortgage on the property? YES _____ NO _____

If YES, hold of mortgage: _____

Date of Mortgage: _____ Original Amount: _____ Current Balance: _____

Building Information: Type of Construction: _____ Floors above Grade: _

Present Use (if mixed use, indicate percentage of use below.)

☐ Retail ☐ Office/Professional ☐ Residential ☐ Other

Occupancy Level: ☐ Full ☐ % occupied ☐ Vacant

Will project result in a change of use for the building? YES _____ NO _____

If YES, uses of the building after completion of the façade project:

1st Floor: _____

2nd Floor: _____

Other: _____

Other Required Documents:

- Property deed with legal description of property
- Proof that all property taxes are paid and current
- Proof of property and liability insurance
- Copies of any leases associated with the property
- If tenant is applying, please provide a letter from the owner expressing approval of the project proposal. The owner's signature will be required by the participating financial institution.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Cadillac DDA Downtown Façade Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed under the program to be repaid in full.

I/We understand that I/We will be responsible for all closing costs, including but not limited to recording fees. I/We further certify that I/We have read and understand the Façade Improvement Guidelines. If a determination is made by the Cadillac DDA that loan proceeds have not been used for eligible and/ or approved program activities, I/We agree that the proceeds shall be returned in full, to the participating bank and further acknowledge that, with respect to such proceeds so returned, I/We shall have no further interest, right, or claim. It is understood that all loan commitments are contingent upon participating bank final approval and the availability of program funds.

Signed this _____ day of _____, _____.
Month year

By (signature): _____

Print Name: _____