

# REVAMP ROUTE 66

SIGN IMPROVEMENT GRANT PROGRAM

## APPLICATION FORM

Please answer all fields of the required sections of this application form. Additional information may be provided in an attachment. Any application with missing information will be deemed incomplete.

### A. APPLICANT INFORMATION

Applicant Name. First and Last name of the person filling out this application.

Lessee or  Property Owner

Contact Information. Provide the best contact number (xxx-xxx-xxxx) and email address

### B. PROPERTY INFORMATION

Property Situs Address

Parcel UPC

Historic and Current Use of the Property

Located within the Metropolitan Redevelopment Area of:

*Property Owner. Please provide complete information. Property Owner*

First, Last Name

Contact Number  Contact Email

Mailing Address

Property Owner Signature

\*Applications must include a notarized authorization letter & proof of ownership in the form of a deed or real estate contract.

### C. SIGN INFORMATION, IMPROVEMENT COST, FUNDING REQUEST

Current Sign Description: Please include dimensions, year constructed, materials, colors, etc.

Total Cost of Sign Improvements \$  \*Funding Request must not exceed total cost of sign improvement. Must submit supporting vendor quotes.  
Total Program Funding Request \$

### E. NARRATIVE INFORMATION (required)

This application will be evaluated based in-part of the quality of response to the below questions.

Questions about the Program. Use the space below to submit questions about the program.

Historic/Cultural Significance. Please use the space below to describe the historic relevance of the sign as it pertains to Route 66

Improves Streetscape/built environment. Please use the space below to describe (1) the current state of the sign and (2) how the renovation of the sign will improve the streetscape/surrounding environment

Spurs Economic Vitality. Please use the space below to describe how the improvement of the sign will spur economic vitality for the property and surrounding area

Improvement Description. Please use the space below to describe the (1) future design and look of the sign (2) the improvements to be made such as replacement of neon with LED, structural work, colors, etc.

Project Improvement Schedule. Please provide a (1) the number of months the project will take to complete, (2) the estimated date of completion, (3) detailed project timeline (describe the project milestones organized by month)

## APPLICATION CHECKLIST

A complete Application package shall include:

- 1) Completed Application Form;
  - 2) Current image of the sign subject to this application;
  - 3) A map identifying the sign location as it relates to the property
  - 4) Proof of property ownership (Property Deed, real estate contract)
  - 5) Project Cost Sheet with supporting vendor/contractor quotes
  - 6) A letter written by the vendor/contract supporting the project timeline
  - 7) Download and include the W9 Supplier Form: <https://www.cabq.gov/dfa/onlineservices/modified-w9-supplier-form>;
  - 8) Not required, but helpful: Conceptual drawing of sign in its future improved state.
- Application materials must be compiled into one PDF or folder. If submitting a folder, please identify each document as Name of Document\_Applicant Last Name.
  - Submit via: <https://sftp.cabq.gov/link/MvGuaf-5sL4/>
  - Applicants must submitted within the application submittal period of August 7 to October 15, 2023.
  - Applications will not be accepted via mail, email, or in-person.