

# CITY OF AUBURN DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM

## APPLICATION PACKET CHECKLIST

Please read the guidelines carefully. Incomplete applications will not be reviewed.

### Format

- Type or print clearly on all application materials
- Use black ink and a legible font
- Please do not submit any material not included on the checklist
- Materials must be emailed to [applications@auburnwa.gov](mailto:applications@auburnwa.gov)

Please submit applications to:

In Person  
Permit Center  
Auburn City Hall Annex  
1 East Main Street (2nd Floor)

Email  
[dlawrence@auburnwa.gov](mailto:dlawrence@auburnwa.gov)

### Questions

For assistance, please call Dustin Lawrence, Senior Planner at 253-931-3092 or email [dlawrence@auburnwa.gov](mailto:dlawrence@auburnwa.gov)

Completed Application and Checklist (to the best of your ability)

Copy of City of Auburn Business License

Current member of BIA (with dues paid)

Authorization letter from property owner (if applicable)

Proof of Loan and/or Cash Matching Funds

Images of existing façade or improvement area

Drawings, sketches of improvement plans and ideas

Architect or engineer drawings, as needed

Contractor Estimates that include administrative time and sales tax

Project Timeline

