



Façade	Parking Lot
Signage	Advertising
Beautification	BillBoard
	Other

City of Hawkins – Hawkins Community Development Corporation

Program Application

I. APPLICATION INFORMATION:

Developer/Tenant

Name: _____

Address: _____

Telephone Number: _____ E-mail: _____

Agent (if any): _____

Address: _____

Telephone Number: _____ Email: _____

PROPERTY OWNER INFORMATION (may be same as above):

Owner Name: _____

Address: _____

Telephone Number: _____ E-mail: _____

Property Owner's or Agent's Signature: _____
If signed by agent, attach written authorization from owner to act on owner's behalf

PROPERTY INFORMATION:

Property Address: _____

Building or Business Name and Use: _____

Property Legal Description: _____
(Lot, Block, Subdivision or Abstract Name and Number)

Wood County Appraisal District Account Number: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED FOR CERTIFICATION UNTIL ALL REQUIRED DOCUMENTS SHOWN IN THE CHECKLIST BELOW ARE SUBMITTED. IF ALL REQUIRED ARE NOT SUBMITTED WITHIN 30 DAYS AFTER THE APPLICATION IS RECEIVED, THE APPLICATION WILL AUTOMATICALLY BE DENIED. YOU MUST SELECT THE APPROPRIATE GRANT ITEM. IF BUILDING PERMITS ARE ISSUED FOR THE PROPERTY AND BEFORE ANY IMPROVEMENTS ARE MADE (IF APPLICABLE)

1. Total development cost of project improvements: _____
2. Total development cost of eligible improvements: _____

Please provide project details and amount of capital investment on the following :

II. APPLICATION CHECKLIST – PLEASE SUBMIT THE FOLLOWING DOCUMENTATION:

- A Completed Application form, 5 days prior to the meeting
- If application is a tenant, copy of the lease
- Signed letter from property owner authorizing applicant to make proposed improvements
- Photographs of existing conditions
- Detailed explanation of proposed improvements, including renderings, elevations, drawings, etc.
- Construction cost breakdown of proposed improvements, and an explanation of which costs you anticipate being reimbursed by the grant.
- Proposed timeline for completion of improvements, including commencement date and completion date.
- Parking lots and parking lot paving shall be designed and constructed to meet all requirements of the City of Hawkins and/or State of Texas.
- All property taxes must be current at the time of the grant application to receive grant funds. This shall include all applicants/owners
- Updates on your progress on the grant must be given at the next meeting and continue until the grant is completed.
- In order to verify that costs are within reasonable parameters, estimates from at least three (3) are required and two (2) is accepted only if approved by board.

III. APPLICANT'S CERTIFICATION:

The Applicant certifies that all information in this application and all information furnished in support of this application is true and complete to the best of the applicant's knowledge and belief.

Signature: _____

Date: _____

NOTE: Please be advised that application submitted is subject to disclosure under the Open Records Act, and as a result, may become public information within the limits of the law.

Please mail or hand deliver your application to:

Hawkins Chamber of Commerce
% Gregory Branson
P.O. Box 345
Hawkins, TX 75765

Hawkins Chamber of Commerce
300 S. Beulah St.
Hawkins, TX 75765
(leave in mailbox on front of building on left side)

Hawkins City Hall
200 N. Beulah St.
Hawkins, TX 75765

Credential Research
180 N. Beulah St
Hawkins, TX 75765
(leave with Becky Attaway)