



# WARRENSVILLE HEIGHTS EXTERIOR MAINTENANCE APPLICATION

## HOMEOWNER INFORMATION (PRINT)

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Home:  Single Family House  Condominium

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you the owner of the property?  Yes  No

Have you received Exterior Maintenance Grant fund in the past?  Yes  No

If yes, what year did you receive the funds? \_\_\_\_\_

- **Any improvements made prior to the application submission and approval process are ineligible.**

### PROJECT INFORMATION (PLEASE INDICATE THE PROPOSED IMPROVEMENTS):

- |                                             |                                           |                                           |
|---------------------------------------------|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Roof               | <input type="checkbox"/> Doors            | Garage: <input type="checkbox"/> Interior |
| <input type="checkbox"/> Chimney            | <input type="checkbox"/> Steps            | <input type="checkbox"/> Exterior         |
| <input type="checkbox"/> Gutters/Downspouts | <input type="checkbox"/> Porch            |                                           |
| <input type="checkbox"/> Walls              | <input type="checkbox"/> Foundation       |                                           |
| <input type="checkbox"/> Windows            | <input type="checkbox"/> Painted Surfaces | <input type="checkbox"/> Driveway         |
| <input type="checkbox"/> Electrical         | <input type="checkbox"/> Address          | <input type="checkbox"/> Service Walkway  |

Date of Code Violation Citation: \_\_\_\_\_

**\*\*If all violations are not being corrected, please contact the Building Department to request an extension\*\***

Estimated Project Cost \$ \_\_\_\_\_ & Contractor Registration # \_\_\_\_\_

Contractor	Description of Work to be Completed	Cost
<b>Total Estimated Project Cost</b>		

**\*\*Projects may be used to correct structural (house or garage) violations OR driveway or service walkway violations \*\***

### REQUIRED ATTACHMENTS

- Completed and Signed Application  (2) Itemized Estimates  Exterior Violation Citation

### Certification by Homeowner:

*I understand the requirements and procedures of the Warrensville Heights Exterior Maintenance Program and have completed the information in this application to the best of my knowledge and attest that the facts presented here are true under penalties of fraud.*

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**FOR CITY USE ONLY**

**ESTIMATED REIMBURSEMENT AMOUNT FOR STRUCTURAL IMPROVEMENTS UP TO \$1400:**

Estimated Total Project Cost: \$ \_\_\_\_\_

Reimbursement Rate: \_\_\_\_\_ x 40%

Estimated Reimbursement Amount: \$ \_\_\_\_\_

**ESTIMATED REIMBURSEMENT AMOUNT FOR DRIVEWAY / SERVICE WALKWAY IMPROVEMENTS UP TO \$1500:**

Estimated Total Project Cost: \$ \_\_\_\_\_

Reimbursement Rate: \_\_\_\_\_ x 50%

Estimated Reimbursement Amount: \$ \_\_\_\_\_

Date application received: \_\_\_\_\_

Community Development Manager: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Economic Development Director: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Determination Status: Approved \_\_\_\_\_ Incomplete: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

**TO BE COMPLETED AT THE COMPLETION OF THE PROJECT:**

Date of Final Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

Date canceled checks submitted: \_\_\_\_\_

Date Invoice submitted: \_\_\_\_\_ Total amount of grant: \_\_\_\_\_

# WARRENSVILLE HEIGHTS EXTERIOR MAINTENANCE PROGRAM

## Application Instructions

**Applicant Information:** Fill in the property owner's name, property address and a phone number.

**Project Information:** Please check the boxes for the type of improvements to be completed.

**Date of Code Violation:** Fill in the date Citation was issued. Please attach a copy of the citation to application.

**Estimated Project Cost:** Indicate which of the three (3) contractors you will hire to complete the project. Fill in the contractor name, a short description of the work to be completed, and the cost. The contractor **MUST** be registered with the Warrensville Heights Building Department.

**Required Attachments:** Please submit all required attachments. A complete application **MUST** be submitted with a copy of the CODE VIOLATION CITATION AND THREE (3) ITEMIZED COST ESTIMATES.

**Certification by Homeowner:** Homeowner must sign and date. **REQUIRED:** Copy of Proof of Payment for Services (i.e., check, money order, etc.)

**Application Submission:** Completed application must be submitted to the Community and Economic Development Department for review and approval. **Please allow 7-10 business days to review and make a determination.** Applicant will be contacted in writing by mail and/or email (if provided).

The Exterior Maintenance Program is a city-wide program with limited funds. Projects will be funded on a first come first served basis until all funds have been allocated. Only complete applications, with all of the required attachments, will be considered.

## Approval Process

If application is approved, the homeowner will receive an approval letter including a Contractor License Registration application. Contract must register with the Building Department prior the start of the project.

The project cannot begin until the contractor license has been submitted. The project must be completed within sixty (60) days.

If the application is not approved, the homeowner will receive a letter explaining the reason for denial.

## Reimbursement Process

At the completion of the project the homeowner must contact the Building Department to schedule a final inspection.

If the project is approved by the Building Department an Inspection Confirmation will be issued.

The homeowner must submit a copy of the Inspection Confirmation and proof of payment in full to the Economic Development Department.

A check for the reimbursement amount will be mailed to the homeowner approximately two (2) weeks after the Inspection Confirmation and proof of payment in full has been submitted.