



WARRENSVILLE HEIGHTS EXTERIOR MAINTENANCE APPLICATION

HOMEOWNER INFORMATION (PLEASE PRINT)

Full Name: _____ Email: _____

Property Address: _____ Zip: _____

Type of Home: Single Family House Condominium

Home Phone: _____ Cell Phone: _____

Is the property owner-occupied? Yes No

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

If yes, what year(s) did you receive the funds? _____

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
Total Estimated Project Cost		

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

REQUIRED ATTACHMENTS

- Completed and Signed Application Three 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

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 the citation was issued. Please attach a copy of the citation to the application.

Estimated Project Cost: Indicate which of the three 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: A complete application **MUST** be submitted with a copy of the CODE VIOLATION CITATION AND THREE 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 the application is approved, the homeowner will receive an approval letter including a Contractor License Registration application. The contractor must register with the Building Department prior to the start of the project.

The project cannot begin until the contractor's license has been submitted. The project must be completed within sixty 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 Community and Economic Development Department.

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