



DATE RECEIVED _____

RETAIL CENTER REVITALIZATION (RCR) Application

I. APPLICANT INFORMATION

1. Name (print) _____ *Signature _____

Company _____

Mailing Address _____

Telephone No. _____ Fax No. _____

E-mail _____ Website _____

2. Business Organization of Applicant:

Corporation (d/b/a) or Partnership or Sole Proprietorship

Business Name: _____

3. Relationship of Applicant to the storefront to be renovated:

Owner: Attach copy of latest tax bill and proof of payment.

Tenant: Attach written permission from building owner authorizing to participate in RCR project.

II. ARCHITECT RESPONSIBLE FOR YOUR DRAWINGS, PLANS, AND PERMITS

Name: _____

Address: _____

Telephone No. _____ Fax _____

E-mail: _____ Website: _____

III. PROJECT INFORMATION

1. Description of Building to be rehabilitated:

Shopping Center/Site Name _____

Street Address _____

Legal Description Lot _____ Block _____ Addition _____



Zoning _____ Date of when site was built _____

Site Vacancy _____

Building Dimensions:

Frontage ____feet Depth ____feet Height ____feet # of Floors ____

Does building contain residential units? Yes No (if yes, how many? _____)

2. Describe the scope of work you want for this proposed façade/signage improvement project.

(Check all that apply and/or describe improvement ideas.)

- Exterior Signage Exterior Lighting Exterior Painting
- Restoration of Arch Details Storefront Windows Storefront Door
- Metal/Wood Storefront Exterior Paneling/Sliding Awning/Canopy System
- Sign Removal Add Architectural Details Other: _____

3. Estimated project cost or the total amount budgeted for improvements.
(Total project cost for façade improvements must be at least \$20,000)

\$_____ Total Project Cost or Total Budget

IV. RCR PROCESSING PROCEDURES FOR REVIEW

After Development Review Committee (DRC) reviews the RCR application, the City staff review comments are available Friday preceding the RCR meeting.

Ten (10) copies of revised materials including 8 1/2" X 11" reproducible copies of each exhibit must be submitted to the Economic Development Department one (1) week before the scheduled City Council meeting. It is crucial that a representative for this case be present at all applicable meetings.



V. SUBMITTAL REQUIREMENTS

Applications are due before 4:30 p.m. on the 2nd or 4th Tuesday of the month.

Ten (10) copies of materials including 8½"x11" reproducible copies of each exhibit is required with application.

After DRC reviews RCR application, City staff review comments are available Friday preceding the RCR meeting.

Revised materials must be submitted to the Economic Development Department two (2) weeks before the scheduled City Council meeting.

Ten (10) copies of revised materials including 8½"x11" reproducible copies of each exhibit must be submitted to the Economic Development Department two (2) weeks before the scheduled City Council meeting.

An RCR application shall not be considered until the application, drawings, and plans are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated may result in the delay or denial of the RCR Application.

NOTE: It is crucial that the Applicant, or an Applicant representative for this case be present at all applicable meetings.

RETURN COMPLETED APPLICATION PACKET TO:

*City of Bedford
Economic Development Department
2000 Forest Ridge Drive, Bldg A
Bedford, Texas 76021*

*Telephone (817) 952-2160 or e-mail dev.info@bedfordtx.gov
Please reference "RCR Program" in the subject line.*