

# Newton Downtown Improvement Grant

## Submittal Checklist

### Submittal Items to accompany application form :

- Summary of proposed project and all future renovation plans for the building. Also include in this summary description, a written statement that describes the proposed project and specifies how your proposed project meets the recommendations within the Downtown Historic District Design Guidelines for the City of Newton.

*Topics to Cover: Is the proposed project a small part of a larger plan for the structure? Does the proposed project require additional preparation of the site? Will the proposed work impact any character defining features such as existing historic windows or decorative masonry?*

- Breakdown of work components for the project, with costs

*Example: Awning removal, repair of surface where awning was attached, and painting of repaired area.*

- Drawings or Images illustrating the design of the proposed improvements, including:

Minimum of one exterior elevation showing work to be completed, Labels identifying features and proposed material to be used, Overall dimensions of façade(s) where work is being done and dimensions of any proposed signs, Date of Preparation. Please include property address on each illustration.

- Color photograph(s) showing the existing condition of the building.
- Any additional images or information requested by the Grant Review Board

*The members of the Grant Review Board may make a site visit to your property to view the area of the proposed project.*