



# TOWN OF EASTHAM

2500 State Highway, Eastham, MA 02642 - 2544

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www.eastham-ma.gov

## EXTERIOR IMPROVEMENT PROGRAM APPLICATION

### Applicant Information:

Applicant Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Applicant is (check all that apply):  Business Owner  Property Owner  
 Other (please specify): \_\_\_\_\_

*NOTE: If the applicant is not the property owner, a signed letter or memo from the property owner (or an authorized representative) must be included with this application, along with a copy of the current lease/rental agreement. The property owner letter must state that 1) the applicant has permission to complete the proposed project, if approved, and 2) the applicant is party to an official lease agreement with a term of at least one year from the date this application is submitted.*

### Organization/Business Information:

Check if same as applicant

Business Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Type of organization (check all that apply):  Sole Proprietorship  Partnership  Corporation  
 S Corporation  Limited Liability Company (LLC)  
 Other (please specify): \_\_\_\_\_

Number of Employees\* (Part-Time Year-Round): \_\_\_\_\_ (Full-Time Year-Round): \_\_\_\_\_  
\*Not including owner(s) (Part-Time Seasonal): \_\_\_\_\_ (Full-Time Seasonal): \_\_\_\_\_ (Other - specify): \_\_\_\_\_

Is this Business Licensed in the Town of Eastham?  Yes  No License No. \_\_\_\_\_

### Project Information:

Project Location: \_\_\_\_\_

**The following are eligible categories of improvement projects under the Exterior Improvement Program. Please specify which of these apply to your proposed project (choose all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> Outdoor Seating/Dining Improvements | <input type="checkbox"/> Infrastructure for Outdoor Dining/Seating (i.e., health code compliance; ADA accessibility) |
| <input type="checkbox"/> Exterior Painting and/or Siding     | <input type="checkbox"/> Decorative Features (i.e., shutters, awnings)   |
| <input type="checkbox"/> Landscaping and/or Planter Boxes    | <input type="checkbox"/> Restoration of historical/architectural attributes  |
| <input type="checkbox"/> Parking Lot Improvements            | <input type="checkbox"/> Other (please specify): _____   |
| <input type="checkbox"/> Walkways                            |  |

**Please provide a description of the work proposed through this exterior improvement project (attach additional pages, if needed):**

Describe your work plan for implementing the project (i.e. tasks to be completed, who will be responsible for each task, and when work will be completed). Attach additional pages, if needed.

**Project Budget:**

Provide your bid estimates for all work items included in the project. You may use the budget chart below or include a supplemental budget document, if preferred.

Work Item	Selected Contractor	Contractor Location (Town)	Estimated Start Date	End Date/ Length of Work	Cost

**Total Project Cost:**        \$ \_\_\_\_\_

**20% Applicant Match:**        \$ \_\_\_\_\_

**Total Award Amount Requested:**        \$ \_\_\_\_\_

*Maximum Request Amount of \$25,000 per Applicant.  
Calculate the "Total Award Requested" using Total Project Cost,  
minus 20% Applicant Match.*

**Source(s) of the Required 20% Applicant Match:** \_\_\_\_\_

**Attachment Checklist:**

Attach the following supporting documents with your application. **Please note that incomplete applications and/or those lacking the required attachments will NOT be considered!**

- Proof of property ownership OR signed letter/memo from the property owner authorizing project
- Copy of current lease showing term of at least one year from application date (if applicable)
- Photo(s) showing current conditions of the façade, building exterior, and/or project focus area
- Sketch or rendering of proposed façade improvements (this can be hand-drawn by the applicant)
- Contractor estimates from applicant’s contractor(s) of choice. Applicants are required to submit **at least one estimate for each project work item**. Estimates must include contractor business name, address, and contact information, along with a detailed description of work.

**Terms of Program Participation:**

- Awarded businesses must supply a match equivalent to 20% of the total project cost.
- The applicant must agree to indemnify and hold the Town of Eastham harmless against any and all claims which may be made against the Town for property damages and personal injuries sustained by any person, including the applicant and/or contractors, resulting from participation in this program.
- Additional permits and licenses may be required, depending on the scope of work. Any permit/license fees incurred are the responsibility of the applicant.
- Additional expenses outside the scope of work and budget submitted in this application cannot be covered by the Town.
- Award funding will be issued in the form of direct payment(s) to contractor(s). No funding will be issued to the applicant/business.
- The Town of Eastham reserves the right to review and verify all project work prior to the issuance of payment(s).

**This section to be completed by the Town of Eastham**

The following Town Departments/Representatives will be asked to review all applications for completeness, eligibility, and technical feasibility.

Community Development _____	Police Dept. _____
Building Commissioner _____	Fire Dept. _____
Health Dept. _____	DPW Dept. _____
Town Clerk _____	Town Administrator _____

**This application is complete and eligible for further consideration under the Exterior Improvement Program:**  Yes  No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*If denied, reason is as follows:* \_\_\_\_\_

**Alignment with Town Strategic and/or Economic Priorities:**

- Support, Expand, and Sustain Local Business (*Eastham Strategic Plan 2020-24, Additional Strategy 2*)
- Addresses deferred maintenance and/or capital investment (*Eastham Rapid Recovery Plan, 2021*)
- Mitigates pandemic-related impacts to a local business (*Eastham Rapid Recovery Plan, 2021*)
- Contributes to the Town's established vision for Route 6 corridor improvements and the creation of a mixed-use village center (*Eastham Market Study, 2019; Eastham Strategic Plan 2020-24*)
- Supports and expands Eastham's identity as a destination for dining and outdoor recreation (*Eastham Market Study, 2019*)
- Meets established need for business services oriented to full- and part-time residents (*Eastham Market Study, 2019*)
- Supports unmet demand for retail, office, and/or light industrial space (*Eastham Market Study, 2019*)
- Other (please specify): \_\_\_\_\_

**Anticipated Community/Economic Impacts (select all that apply):**

- Increase in revenue for applicant business
- Local job creation/workforce opportunity
- Support of woman- or minority-owned Business
- Other (please specify): \_\_\_\_\_
- Increase in property values for applicant/neighborhood properties
- Project includes green/sustainable practices

**Zoning Compliance:**

**Does the proposed project increase compliance with any of the following (select all that apply)?**

- Removal/reduction of curb cuts on Rt. 6
- Creation of shared access with neighboring properties
- Implementation of a required landscaping plan
- Elimination of pre-existing, non-conforming attributes
- Other (please specify): \_\_\_\_\_