



## City of Dallas Façade Grant Checklist

Please assemble the application package in the sequence indicated below.

### **Check off each item to ensure you are submitting:**

- Completed Application (including signature of owner if applicable – required)
- Color photographs that show existing building conditions (required)
- Detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials)
- Approved Building Permit
- Two itemized cost estimates on contractor letterhead (required)
  - Estimates must be for identical scopes of work
  - Contractor must be licensed, bonded and/or insured
- Approved Certificate of Appropriateness (if located in historic district)

Work must be pre-approved by the Downtown Development Authority. If the property is located in the local historic district work must adhere to Historic Preservation Commission Guidelines and be granted a Certificate of Appropriateness.