

APPLICATION
DOWNTOWN SIGN ENHANCEMENT INCENTIVE PROGRAM
CITY OF IRVING, TEXAS

(Please Print)

Applicant: _____

Business Name: _____

Business Address: _____

Applicant Phone No. _____ **Email address:** _____

Brief Description of Proposed Signage Enhancement Work:

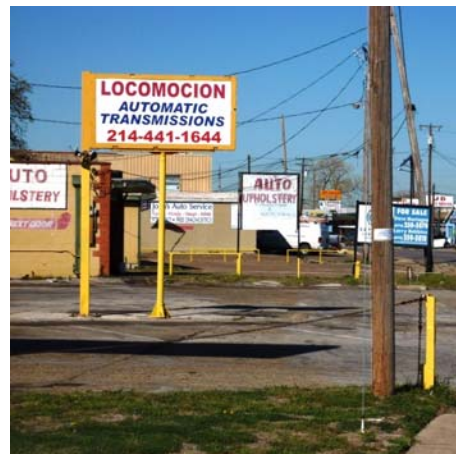
(e.g., removal of existing pole sign, installation of new wall or projecting sign, etc.)

Estimated Total Cost of Work:

Reimbursement Amount Requested:

Applicant's Signature:

Date: _____



Program Description

The Downtown Sign Enhancement Incentive Program is a reimbursement program to assist retail and commercial property owners in removing existing pole signs and deteriorated wall, projecting or monument signs and replacing with new signs that meet city regulations and support the vision for the Heritage Crossing area. The intent is to improve the streetside appearance of the existing shops, restaurants and businesses to enhance downtown appearance, attract more business activity, foster new employment opportunities and promote tourism.

All applications will be considered on a case-by-case basis and are subject to available funds. Applicants receiving notice of award through this program will execute an agreement with the city on a form prepared by the city attorney's office.

To participate, fill out this form, print and save an electronic copy for yourself. Contact Kevin L. Kass at (972) 721-2251 or by email at kkass@cityofirving.org to set up an appointment.

A. Program Eligibility

1. Applicants can be either owners or current tenants (with landowner’s consent) of existing properties that front on Irving Boulevard or Second Street from Sowers Road on the west to Strickland Plaza on the east including all connecting streets that run between these two roadways. Current or proposed use of the property must conform to applicable zoning regulations.
2. Applicant shall not be in arrears in taxes or have any outstanding debt to the city.

B. Eligible Expenses

1. All expenses incurred by the applicant for material, labor, overhead, permits and inspections for removal of existing sign(s) and installation of new sign(s) that meet city regulations are eligible for reimbursement. The finished sign(s) must match the drawings and materials submitted by the applicant and approved by the city. Partial or uncompleted work is not eligible for reimbursement.

C. Award/Reimbursement Procedures

1. All applications will be considered on a case-by-case basis and are subject to available funds.
2. Applicants receiving notice of award through this program will execute an agreement with the city on a form prepared by the city’s attorney’s office.
3. Proposed work, cost and new sign rendering(s) must be approved in advance by the city.
4. Only one (1) award will be made per owner or tenant within a twelve month period per platted lot.
5. Award will be made for reimbursement of actual costs up to \$5,000. The overall sign improvement cost may exceed this amount, but reimbursement for eligible expenses is capped at \$5,000.
6. Payment will be made through the city’s administrative award process within forty-five (45) days after completion of the project and city approval of applicant’s written request for reimbursement.
7. Project must be completed within ninety (90) days of notice of award.
8. Applicant agrees to maintain all sign improvements in “like new” condition for a period of five (5) years after completion of the work.

For questions concerning this program and/or application form, please contact Kevin L. Kass at (972) 721-2251 or by email at kkass@cityofirving.org.

Staff Use

Date Received: _____

Reviewed By: _____ Date: _____

Approved Funding Amount: _____