



VILLAGE OF
PINCKNEY
DOWNTOWN DEVELOPMENT AUTHORITY

Pinckney DDA's Building Improvement Rebate Program Application

Application Process

1. Applications for the program are available from the Village of Pinckney Offices located at 220 S. Howell Street, Pinckney, Michigan, (734)878-6206 or on the Village website at villageofpinckney.org.
2. Applications must be submitted to the Village Office at least fifteen days prior to the next meeting of the Downton Development Authority (DDA). Meeting dates can be found on the Village website at villageofpinckney.org. The DDA Building Improvement Committee and Zoning Administrator will review applications prior to the next monthly DDA Board Meeting and present recommendations to the DDA Board.
3. The completed application form should contain all items necessary for consideration by the DDA.
4. The DDA will notify the building owner/tenant (applicant) of approval, and any recommended changes. If the applicant wishes to apply for a bank loan, an approval letter from the DDA will be sent to the applicant.
5. Before any work stated on this application is started, this application must be approved by the DDA Board to be considered for reimbursement under this Rebate Program. All Land Use Permits and Building Permits must be obtained in conformance with the Ordinances of the Village of Pinckney and Livingston County Building Department.
6. If the application is rejected, the DDA will explain to the applicant in writing the reasons for the rejections and what, if any, steps can be taken to receive approval.

Post-Application Process

1. The applicant is responsible for assuring that any work completed is consistent with the application and design as approved. The Building Improvement Committee will verify completed work including periodic inspections to ensure compliance with the approved plans.
2. Any changes to the proposed design/work must be submitted to the DDA Building Improvement Committee. Substantial deviations from an approved plan may disqualify the applicant from reimbursement unless the deviations have been submitted to the Committee for review and approval. The Committee will determine whether the changes are minor or substantial or may forward the change request to the Board for their determination. Minor changes can be approved by the Committee.
3. Reimbursement will not be made to the applicant until the project is completed according to the approved plans and inspected and approved by the Building Department and Zoning Administrator. No phased projects will be accepted, and work must be completed within one year of the approved application.



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Name of Applicant: _____

Federal ID Number: _____

Applicant's Address: _____

Phone: _____ email: _____

Project Address: _____

Does the applicant own the project building? Yes _____ No _____

If the above answer is no, please attach a letter from the owner approving the proposed improvements.

Project Summary

Describe as an attachment, in detail, the scope of work. Attach color swatches, material types and architectural sketches, drawings, and/or photos. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, etc.

Estimated Project Cost: _____

Proposed Start Date of Project: _____

Proposed Project Completion: _____

What is the present use of the building? _____

Will this project proposal correspond with a change in the building use? _____

If yes, what is the proposed new use for the building? _____

Will applicant need architectural assistance? Yes _____ No _____

Please provide the name and address of the architect or firm designing the project, if applicable.

By signing this application, the applicant certifies that:

- All the information presented in the application represents accurate facts pertaining to the subject property for the purpose of obtaining matching funding under Pinckney’s DDA Downtown Building Improvement Rebate Program. I understand and acknowledge that any knowing misrepresentation of the information contained in the application could result in a disqualification from the program, requiring any funds already disbursed under the program to be repaid in full.
- I understand that I will be responsible for all additional costs of the project and that this is a rebate program up to the amount approved in this application.
- I have read, understand and agree to follow the Pinckney DDA Building Improvement Rebate Program Guidelines.
- I agree that all work to be done under the Building Improvement Rebate Program will meet the Village of Pinckney Ordinances and Technical Standards and Livingston County Building Code requirements and all necessary permits will be obtained.
- I understand that any work started prior to the approval of application will not be considered for reimbursement under this Rebate Program.
- I understand that the rebate commitment is contingent upon the approval of the Pinckney’s DDA Building Improvement Committee and this application does not obligate the Pinckney DDA to any financial arrangements made under this program.
- I certify that I am current on all property taxes owed by me and have no unpaid balances due to the Village of Pinckney (utility bills, fines, fees, taxes, etc.).

Applicant Signature _____ Date: _____

Pinckney DDA Building Improvement Committee Use Only

Date of submittal: _____

Amount of request (Match): _____

Projected date of Project: _____

Date of Approval: _____

Final Inspection: _____

Date of Disbursement of funds: _____