



Grow Monmouth Façade Improvement Submission Checklist

1.		Grant Application including photos – See Submission Requirements
2.		Copy of the Business Registration Certificate
3.		Property owner letter of approval (if tenant is applying). If tenant is applying, the property owner must include a letter stating that there are at least two years remaining on the lease. A copy of the lease must be attached.
4.		Letter of consistency from the local municipal official (zoning or code enforcement officer) stating that the proposed application meets all local zoning ordinances and design. If letters of consistency are not available at the time of application submission, you will receive a conditional approval. Upon receipt of all letters the County will issue a final approval.
5.		Copies of necessary building permits if applicable; if no permits are required, letter from municipality that building permits are not required. If permits are not available at the time of application submission, you will receive a conditional approval. Upon receipt of all applicable permits, the County will issue a final approval.
6.		Completion of necessary historic and environmental reviews if applicable (County assistance is available. For more information, please contact the Monmouth County Office of Economic Development @ 732-431-7470)
7.		Statement that there are no outstanding code violations other than those to be remedied by participation in this program.
8.		Statement that there are no outstanding property taxes, fees, judgment or liens to the State of New Jersey, Monmouth County, or applicable municipality.

A Project Agreement will be mailed out once the application is reviewed and approved by the Grow Monmouth Committee.