

**PLYMOUTH REDEVELOPMENT AUTHORITY
SIGN AND FAÇADE GRANT PROGRAM**

Step 1

Contact the Clerk's Office at (920) 893-1271, to process all documents in an appropriate and timely manner. Documents may be dropped off or mailed to Plymouth City Hall, Attn: RDA, P.O. Box 107, 128 Smith Street, Plymouth, WI 53073. The Clerk's Office will review the grant request at that time on a rolling basis subject to availability of funds.

Step 2

Prepare the following materials for submission. This material must be submitted for approval:

1. Blueprints, drawings or a rendering of the planned sign and/or façade work.
2. List of materials to be used for the signage/façade work.
3. Detailed breakdown of proposed cost of the work upon completion.

Step 3

Complete the approved signage or façade work. Be sure to keep all invoices, as copies will be needed by the Clerk's Office in order to verify completion of the work.

Step 4

Once work is completed return copies of all invoices and a color photo of the completed sign/façade work to RDA, C/O City Clerk-Treasure's Office. Mailing address: PO Box 107, Plymouth, WI 53703. Or drop them off at, 128 Smith Street, Plymouth.

Grants will be dispersed in a timely manner. Payment will be sent to the address on the application unless other arrangements are made.

Qualified façade improvements are eligible for **50% of the total cost up to a maximum of \$5,000***

*Any amount requested above \$5,000 will require RDA discussion and approval

Qualified signage grants are eligible for **50% of the total cost up to a maximum of \$500.**

**PLYMOUTH REDEVELOPMENT AUTHORITY
SIGN AND FAÇADE IMPROVEMENT GRANT**

Business Name: _____

Business Address: _____

Type of Business: _____

Contact Person: _____

Phone: _____ Email: _____

- Attach **color** blueprints, drawings or renderings of the proposed project.
- List of materials to be used for the signage/façade work
- Attach estimate from your provider/supplier. This is for RDA budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that must be provided after the project is completed.
- Proposed completion date: _____
- **Sign** ☐
 - What material will the sign be made of: _____
 - What are the dimensions of the proposed sign?
 - Height: _____
 - Width _____
 - Depth: _____
 - Will the sign be lit: _____ If so, how? _____
- **Façade** ☐
 - What is the scope of the project?

Office Use Only:

Received Date: _____

Approval Date: _____

Amount Approved: _____

Date Reimbursed: _____

Sign permit # _____