

## AGENDA

### NORTHWEST TAX INCREMENT FINANCE AUTHORITY MEETING

October 19<sup>th</sup>, 2021; 7:00 PM

**SPECIAL NOTICE:** Due to the Wayne County Public Health Order, this meeting will be held electronically via the Zoom application. See instructions below for how to join the meeting and guidelines for meeting conduct.

- I. Call to Order
- II. Roll Call
- III. Approval of June 8, 2021 Meeting Minutes
- IV. Public Comment Agenda Items
- V. GPP Business Association Introduction
- VI. Alley Clean Up
- VII. Business Improvement Grant Program (BIG)
- VIII. Residential Improvement Grant Program (RIG)
- IX. New/Old Business
- X. Public Comment Non-Agenda Items
- XI. Adjournment

#### **ZOOM MEETING AND TELECONFERENCE INFORMATION**

- Go to [zoom.us](https://zoom.us)
- Meeting ID: 884 1260 6682
- Password: 353053

#### Dial In Information

- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)

Meeting ID: 884 1260 6682

Passcode: 353053

Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech-impaired persons to communicate by telephone. Users may reach Michigan Relay by dialing 7-1-1 and then connection with Zoom conference number above. There is no additional charge to use this service. Please contact [clerk@grossepointepark.org](mailto:clerk@grossepointepark.org) with any other requests for accommodations.

## How to Submit Public Comment

There will be two options for how to submit a public comment for this meeting: attending the Zoom meeting or written comment. There will be two public comment periods: one before agenda items at the beginning of the meeting and one at the end of the meeting for new/old business. Spoken comments will be limited to three minutes. Written comments will be limited to 250 words.

Members of the public wishing to make a comment via Zoom will need to either join the meeting through the app on their computer/tablet/mobile phone and/or dial in to the phone number listed on the public notice. All spoken comments through the Zoom app or the phone will be limited to three minutes. The provided meeting guidelines outline the process for teleconferencing comments that will be followed during the meeting.

Written comments can be submitted directly to [tifa@grossepointepark.org](mailto:tifa@grossepointepark.org). **If you are submitting two written comments, please type either Public Comment Agenda Items or Public Comment Non-Agenda Items in the subject line of your email.** Written submissions need to be 250 words or less and be submitted by 5pm on Monday, October 18<sup>th</sup>.

## Guidelines for Public Participants

1. All virtual meetings will be conducted via Zoom with a dial-in option. If you join the meeting utilizing the Zoom app on your computer/tablet/phone, you will be able to listen, see the Board members, and make a public comment if you desire to do so. **We are not allowing the public to utilize a webcam during the meeting.** If you join the meeting with your webcam on, it will be disabled by the host.
2. All meeting materials and meeting information is available on the City website at [www.grossepointepark.org](http://www.grossepointepark.org)
3. The meeting will start promptly at the time listed on the meeting notice. **Public participants will be permitted to join the meeting five minutes before the meeting is scheduled to start.**
4. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. Public participant lines have to remain muted until the public comment portion of the meeting. **Also make sure your webcam is disabled before you join.** If you join the meeting with your webcam on, it will be disabled by the host.
5. If you decide you want to make a public comment, please utilize the raise hand function in the Zoom app or on the phone **during the agenda item before the appropriate public comment period.** To raise your hand on the phone, press \*9. Staff will add you to the public comment queue list for the next public comment period. **Please note that all public participants are only allowed one three-minute public comment per public comment period.**
6. **When each public comment period begins,** the Chair will call on a Staff member to read any public comments that were submitted via written statement. When those are completed, the Chair will call for any spoken public comment. A staff member will call on public participants by either the last four digits of your phone number or your participant name listed in the Zoom app. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number or screen name being called will be skipped and the next person in line will be called on. This method will continue until all public participants have had the opportunity to comment. **All public comments shall not exceed three minutes and a timer will be displayed on the screen.**

7. Once the public comment period is done, the Chair will either continue with the next agenda item or end the meeting.

**Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.**

NORTHWEST TAX INCREMENT FINANCE AUTHORITY OF  
THE CITY OF GROSSE POINTE PARK  
INFORMATIONAL AND SPECIAL MEETING  
June 8<sup>th</sup>, 2021; 7:00 pm

**CALL TO ORDER – INFORMATIONAL MEETING**

An informational meeting of the Grosse Pointe Park Northwest Tax Increment Finance Authority (“TIFA”) was called to order by Chairman Hughes.

**ROLL CALL**

Present: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

Also Present: Nick Sizeland, TIFA Director and City Manager; Jake Howlett, City Attorney; and Leah Smith, Assistant to the City Manager.

Excused Absences: Board Members Cousineau and Kokoshi.

**APPROVAL OF APRIL 27<sup>TH</sup> MEETING MINUTES**

Chairman Hughes presented the April 27<sup>th</sup> meeting minutes for approval.

Motion by Board Member Mullen, support by Board Member Lee, to approve the April 27<sup>th</sup> meeting minutes as presented.

AYES: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Cousineau and Kokoshi.

**PUBLIC COMMENT – INFORMATIONAL MEETING OF THE TIFA**

Director Sizeland stated no written public comment was received.

No verbal public comment was made.

**INFORMATIONAL REVIEW OF THE TIFA**

Director Sizeland provided the following summary of activities undertaken by the TIFA since November 23<sup>rd</sup>, 2020 to present:

**COVID-19 Grant Program**

- 15 businesses participated in the program over 3 Rounds of potential funding; \$139,231 has been awarded.

**Social District**

- New businesses in the Social District include Cellar 313, Atwater and Excalibur bringing the total to 7 participating businesses.

**Events**

- 1<sup>st</sup> Annual Paddys in the Park on Kercheval

**Selection of Contractor for New Public Works Building**

- Roncelli selected as General Contractor on November 25, 2020.

Approval of DPW Bond Resolution

- November 25 TIFA Meeting

Approval of Lease Contract for DPW Facility

- November 25 TIFA Meeting

TIFA Parking Survey to Businesses

- The TIFA ad hoc Parking Committee and City Administration compile a survey to 51 businesses 18 responses were received from restaurants, salons, retail stores, and other specialized businesses.

Parking Study - MKSK

- Approved by TIFA on April 27<sup>th</sup>, 2021

1166 Maryland

- TIFA authorized Director to obtain bids for demolition, abatement and paving

Residential Street Lights

- Homes received improvements to lamp post in front of home

Ad Hoc Committees

- Business Subcommittee and Residential Subcommittees created to assist in direction of TIFA

Tree Trimming

- Ongoing at this time coordinated by City Forester

Projects/Goals 2021

- Continuation of New Department of Public Works Building
- Launch of Business Improvement and Residential Improvement Grant Programs
- Expansion of Social District Participants
- LED Lighting
- Continuation of Residential Street Light Program
- Completion of Parking Study
- Alley Improvements
- Tree Trimming
- Code Enforcement
- Social Events
- Lot Repaving
- Parking Improvements

Motion by Board Member Ralstrom, supported by Board Member Mullen, to adjourn the informational session.

AYES: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Cousineau and Kokoshi

With no further business, Chairman Hughes closed the informational session at 7:10 pm.

**CALL TO ORDER – SPECIAL MEETING**

A special meeting of the Grosse Pointe Park Northwest Tax Increment Finance Authority (“TIFA”) was called to order by Chairman Hughes.

**ROLL CALL**

Present: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

Also Present: Nick Sizeland, TIFA Director and City Manager; Jake Howlett, City Attorney; and Leah Smith, Assistant to the City Manager.

Excused Absences: Board Members Cousineau and Kokoshi.

**ADOPTION OF FY 2021-2022 BUDGET**

Chairman Hughes stated the budget being presented for adoption was the budget previously approved by the TIFA Board at the April 27<sup>th</sup> meeting and was then adopted by City Council with no changes at their May 10<sup>th</sup> meeting. The TIFA Board now needs to adopt the budget in order to complete the budget process for the upcoming fiscal year starting July 1<sup>st</sup>.

Motion by Board Member Mullen, supported by Board Member Ralstrom, to adopt the fiscal year 2021-2022 budget as presented.

AYES: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Cousineau and Kokoshi

**PUBLIC COMMENT**

Assistant to the Manager Smith stated that no written comments were received.

No verbal public comment was made.

Motion by Board Member Fairrow, supported by Board Member Mullen, to adjourn the meeting.

AYES: Board Members DePuys, Lee, Mullen, King-Piepenbrok, Ralstrom, Secord, and Tompkins, Vice-Chair Fairrow, and Chairman Hughes.

NAYS: None

ABSENT: Board Members Cousineau and Kokoshi

With no further business, the meeting adjourned at 7:20 pm.



**TIFA Meeting**  
***Date: October 19, 2021***

<b>TITLE:</b> GPP Business Association Marketing Support	<b>DATE:</b> 10/14/2021
<p><b>SUMMARY:</b> The Grosse Pointe Park Business Association recently formed this year with the assistance of its Board President Joe Hebeka of Belding Cleaners. Joe and his board members represent all businesses in Grosse Pointe Park including, Mack, Charlevoix, Kercheval and Jefferson.</p> <p>With the creation of the association, they have provided for the businesses in Grosse Pointe Park including events and event entertainment, promotions, street beautification and print and media advertising of TIFA Businesses. The Association intends to continue these activities and further expand its marketing and promotions of businesses within the TIFA with the proposed allotment from the TIFA.</p>	
<b>FINANCIAL IMPACT:</b> \$8,000 Under Marketing/Promotions	
<b>RECOMMENDATION:</b> Approve funding for the GPP Business Association contingent upon the Director and TIFA Attorney signing a funding agreement between the TIFA and GPP Business Association for release of funds	
<b>PREPARED BY:</b> Nick Sizeland	<b>TITLE:</b> TIFA Director/City Manager



**TIFA Meeting**  
***Date: October, 19 2021***

<b>TITLE: Alley Clean Up</b>	<b>DATE: 10/14/2021</b>
<p><b>SUMMARY:</b> In review of the Alleys within the TIFA District of Grosse Pointe Park and recommendations from the TIFA Residential Sub Committee and Department of Public Works the TIFA is proposing an alley clean up with the assistance of outside contractors to trim back trees, shrubs including tall weeds and brush.</p> <p>Backer Landscaping: \$13,200  Landscape Services: \$39,000  Lehman Brothers: Not interested in bidding</p>	
<p><b>FINANCIAL IMPACT:</b> \$13,200 from the Residential Budget Item</p>	
<p><b>RECOMMENDATION:</b> Approve price by Backer Landscaping</p>	
<b>PREPARED BY: Nick Sizeland</b>	<b>TITLE: TIFA Director/City Manager</b>





15251 E. 12 Mile Road Roseville, MI 48066  
Phone: (586) 774 0090 Fax (586) 774-0190

Location: City of Grosse Pointe Park  
15115 E. Jefferson  
Grosse Pointe Park, MI 48230

Job # 56988  
Date: 10/13/2021

Quantity	Unit	DESCRIPTION	UNIT COST	EXTENDED PRICE
<i>Alleyways</i>				
1	Lump Sum	Prune and trim back trees and shrubs up to 12' tall to allow clear passage. Whip down any tall weeds and brush.	\$ 12,200.00	\$ 12,200.00
1	Lump Sum	Clean up and haul away debris.	\$ 1,000.00	\$ 1,000.00
				<b>\$ 13,200.00</b>



**TIFA Meeting**  
***Date: October 19, 2021***

<b>TITLE: Business and Residential Improvement Grant Programs</b>	<b>DATE:</b> <b>October 13<sup>th</sup>, 2021</b>
<p><b>SUMMARY:</b> For the 2021-2022 FY, Administration is seeking the approval of two new grant programs for businesses and residents within the TIFA.</p> <p><b>Business Improvement Program</b></p> <p>The goal of the Business Improvement Program is to provide financial assistance to local businesses to meet economic and beautification goals throughout the TIFA District and to continue assisting businesses recovering from the COVID pandemic. The program will provide funding for Site Enhancement Projects to businesses who would like to complete the following:</p> <ul style="list-style-type: none"> <li>• facade improvements</li> <li>• signage improvements</li> <li>• landscaping</li> <li>• other architectural upgrades</li> <li>• sanitation upgrades (for example enclosing garbage dumpsters).</li> </ul> <p><b>Residential Improvement Program</b></p> <p>The goal of the Residential Improvement Program is to help expand the availability of off-street parking throughout the TIFA District and assistance for disconnecting residential downspouts from sanitary system. Residential property owners who own property within the district are eligible to apply. The program will provide funding for projects to residential property owners who would provide additional off-street parking or downspout disconnection for their property through projects such as:</p> <ul style="list-style-type: none"> <li>• pouring new concrete parking pads off the alley</li> <li>• pouring expanded concrete parking pads off the alley</li> <li>• demolition of blighted garages to concrete pad only</li> <li>• disconnection of home residential downspouts from sanitary system</li> </ul>	
<p><b>FINANCIAL IMPACT:</b> Up to \$100,000 in the Business budget line item and \$75,000 in the Residential budget line item.</p>	
<p><b>RECOMMENDATION:</b> Approve both grant programs</p>	
<b>PREPARED BY: Nick Sizeland</b>	<b>TITLE: City Manager/TIFA Director</b>



**NORTHWEST TAX INCREMENT FINANCE AUTHORITY  
BUSINESS IMPROVEMENT GRANT (BIG) PROGRAM**

## SUMMARY

The City of Grosse Pointe Park's Northwest Tax Increment Finance Authority (TIFA) is pleased to announce the launch of the TIFA Business Improvement Program (BIG).

The goal of the Business Improvement Program is to provide financial assistance to local businesses to meet economic and beautification goals throughout the TIFA District and to continue assisting businesses recovering from the COVID pandemic. Only businesses located within the TIFA District are eligible for the program. The boundaries of the TIFA are the area bordered by Mack Avenue on the north, the northern boundary of the Grosse Pointe Park Jefferson Avenue Downtown Development Authority ("DDA") on the south, the City limits on the west, and the eastern edges of the alley between Beaconsfield and Nottingham on the east.

The program will provide funding for Site Enhancement Projects to businesses who would like to complete the following:

- facade improvements
- signage improvements
- landscaping
- other architectural upgrades
- sanitation upgrades (for example enclosing garbage dumpsters)

\$100,000 will be available for FY2021-2022 and the maximum grant award amount available per business is \$5,000 with a required match from the business/property owner of 10% of the overall project cost. Funding requests over \$5,000 will be considered for a grant/loan combination award and will be decided on a case-by-case basis dependent upon available funds.

Applications will be accepted throughout the year with funds being awarded on a first come, first serve basis. Businesses who are interested in applying are encouraged to apply early and businesses can only apply once per fiscal year (July 1st - June 30th). All proposed projects will need to be reviewed and approved by the City Building Department ([building@grossepointepark.org](mailto:building@grossepointepark.org)) and meet applicable permit requirements.

If you have questions regarding the TIFA BIG Program, please contact the TIFA Director at [tifa@grossepointepark.org](mailto:tifa@grossepointepark.org) or by calling (313)-822-6200.

## PROJECT REQUIREMENTS

Grants are intended to improve the appearance of individual businesses, which helps to provide an improved image for the TIFA District as a whole.

Guidelines:

1. All businesses located within the TIFA District are eligible to apply. Businesses must be in good standing with the City including having a current business license, certificate of occupancy, and any additional permit requirements including outdoor dining permits. Businesses who do not meet these requirements or have outstanding code violations, delinquent water bills, or delinquent tax bills will not be eligible to apply. Previous performance through the COVID-19 grant program will also be considered.
2. Proposed site improvements must meet all current City Building codes and requirements.
3. All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department. It is the sole responsibility of the applicant to obtaining all building and other required permits before any project work commences.
4. Eligible improvements include, but are not limited to:
  - a. Outside Architectural Enhancements including increased accessibility
  - b. Lighting
  - c. Landscaping
  - d. Building Beautification including paint
  - e. Signage
  - f. Sanitation upgrades including purchase of dumpsters, enclosures of dumpsters, etcetra.
5. 50% of the grant funds will be provided to a business at the beginning of the project with the rest of the funds being released at the end. A business must provide copies of all paid invoices, including copies of canceled checks or other evidence of payment, as well as secure final Building Department approval (if applicable), to receive the remaining funds.
6. Grants are available to the building owner or tenant (if tenant applies, a current lease must be in place and the building owner must provide written permission approving the changes being proposed).

8. All businesses must receive grant approval by the TIFA Director and project approval by the Building Department prior to beginning improvements. Grant funding cannot be used to reimburse already completed projects.
9. Site improvement work must be completed within four months of approval, or an extension may be requested and approved by the Director in writing. Extension approvals are not guaranteed.
10. Projects selected for grant/ funding may be featured in City and TIFA promotional materials to highlight the improvements.

## **REVIEW PROCESS**

All applications submitted will go through an administrative review process first. The administrative review process will be completed to guarantee that the building department has been contacted and that the business is in good standing with all City requirements (outlined in number 2).

After the administrative review process is completed, the project will be reviewed to confirm that the project meets the intent of the program including project type and cost\*. A funding recommendation including, an award letter and funding agreement, will be provided to the Director for final review and approval. The applicant will be notified via email once an award decision has been made. \*Any funding requests over \$5,000 will be forwarded to the TIFA Business Improvement Sub-Committee and the Director for additional discussion and award approval.

**Awarded businesses will be expected to follow all requirements outlined in the award letter and funding agreement including any contingencies and deadlines. Businesses who fail to follow the requirements as provided will be expected to payback award funds plus a 10% fine based on the award total.**



**2021-2022 TIFA Business Improvement Grant Application**

**Business Name:**

**Phone:**

**Contact Person:**

**Title:**

**E-Mail:**

**Website:**

**Mailing Address:**

**Physical Address:**

**Business Owner:**

**Property Owner:**

**Grant Request Amount:**

**Total Project Cost:**

**Applicants must attach a detailed project narrative.** The project narrative should specifically describe how the proposed project will provide significant visual improvement over current conditions as seen from public ways. Applicants should also include relevant information such as project budgets, construction proposals and bids, photographs, site plans/ sketches, and project schedules.

All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department prior to application submission to gain a full understanding of any building codes that may be relevant to a particular project.

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**Applicant's Signature**

**Date**

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**Building Owner's Signature (if different from applicant)**

**Date**

Application packets should be emailed to [tifa@grossepointepark.org](mailto:tifa@grossepointepark.org) or returned via City drop box Applications will be accepted throughout the year. Businesses who are interested in applying are encouraged to submit their applications early.



**NORTHWEST TAX INCREMENT FINANCE  
AUTHORITY RESIDENTIAL IMPROVEMENT  
PROGRAM**



## SUMMARY

The City of Grosse Pointe Park's Northwest Tax Increment Finance Authority (TIFA) is pleased to announce the launch of the TIFA Residential Improvement Program. The goal of the Program is to help expand the availability of off- street parking throughout the TIFA District and Downspout Disconnection Assistance. Residential property owners who own property within the district are eligible to apply. The boundaries of the TIFA are the area bordered by Mack Avenue on the north, the northern boundary of the Grosse Pointe Park Jefferson Avenue Downtown Development Authority ("DDA") on the south, the City limits on the west, and the eastern edges of the alley between Beaconsfield and Nottingham on the east.

The program will provide funding for Parking Improvement Projects and Downspout Disconnection Assistance to residential property owners who would like to provide additional off-street parking for their property or Disconnection of home downspouts. Project ideas can include the following:

- pouring expanded concrete parking pads off the alley
- demolition of blighted garages to concrete pad only for parking (Grosse Pointe Park Building Department will need to verify that the garage is unusable in its current state prior to demolition)
- Disconnecting downspouts from sanitary sewer (purchase of supplies to remove from sanitary)

\$75,000 will be set aside for FY2021-22 with the maximum grant award amount available per residence for parking is \$5,000 with a required match from the residential property owner of 5% of the overall project cost. For downspout disconnections the maximum award amount for reimbursement of material is \$200.

Applications will be due January 14th, 2022 with priority being given to residences with no current off-street parking and multi-family residences with insufficient off-street parking available (for example: a four-family building with only two off-street parking spaces) and homes that have more than one downspout connected to the sanitary system .A second application round may be opened depending on availability of funds.

Residential property owners who are interested in applying are encouraged to apply early and landlords can only apply once per fiscal year (July 1st - June 30th). All proposed projects will need to be reviewed and approved by the City Building Department ([building@grossepointepark.org](mailto:building@grossepointepark.org)) and meet applicable permit requirements.

If you have questions regarding the TIFA RIG Program, please contact the TIFA Director at [tifa@grossepointepark.org](mailto:tifa@grossepointepark.org) or by calling (313)-822-6200.

## PROJECT REQUIREMENTS

Grants are intended to expand the availability of off-street parking throughout the residential area of the TIFA District and Disconnection of Resident Downspouts.

Guidelines:

1. All residential property owners located within the TIFA District are eligible to apply, including landlords. Landlords who choose to apply must have a current landlord business license and certificate of occupancy. Any property owners who have outstanding code violations, delinquent water bills, or delinquent tax bills will not be eligible to apply.
2. Proposed projects must meet all current City Building codes and requirements.
3. All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department. It is the sole responsibility of the applicant to obtaining all building and other required permits before any project work commences. Residential Downspout Disconnection must contact the Department of Public Works for verification of disconnection and receipts of products purchased.
4. Eligible improvements include, but are not limited to:
  - a. Pouring new concrete pads off of the alley where one does not currently exist
  - b. Expansion of current concrete parking pads
  - c. Tearing down of blighted/unusable garages not safe for parking use and leaving the concrete pad for parking
  - d. Disconnection of home downspouts from Sanitary System
5. 50% of the grant funds will be provided to the property owner at the beginning of the project with the rest of the funds being released at the end. The property owner must provide copies of all paid invoices, including copies of canceled checks or other evidence of payment to receive funds. Downspout Disconnection will be provided all funds once verification by Department of Public Works.
6. Grants are available to the property owner only; tenants cannot apply.

- 7 Property owners must receive grant approval prior to beginning improvements. Grant funding cannot be used to reimburse already completed projects.
8. Funded projects must be completed by June 1st, 2022.

9. **REVIEW PROCESS**

All applications submitted will go through an administrative review process first. The administrative review process will be completed to guarantee that the building department has been contacted and that the property owner is in good standing with all City requirements (outlined in number 2).

After the administrative review process is completed, the project will be reviewed to confirm that the project meets the intent of the program including project type and cost. A funding recommendation including, an award letter and funding agreement, will be provided to the Director for final review and approval. The applicant will be notified via email once an award decision has been made.

10. **Awarded property owners will be expected to follow all requirements outlined in the award letter and funding agreement including any contingencies and deadlines. Property owners who fail to follow the requirements as provided will be expected to payback award funds plus a 10% fine based on the award total.**



## **2021-2022 TIFA Residential Improvement Program Application**

**Name:** \_\_\_\_\_ **Grant Request Amount:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Total Project Cost:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicants must attach a detailed project narrative.** Make sure to specifically describe how the proposed project will provide significantly improved off-street parking for the property or if applying for downspout disconnection how many downspouts are connected and how many will be removed. Applicants should also include relevant information such as project budgets, construction proposals and bids, photographs, site plans/sketches, and project schedules (Does Not Apply for Downspout Program).

All applicants are required to review and secure preliminary approval of their proposed projects with the Building Department prior to application submission to gain a full understanding of any building codes that may be relevant to a particular project.

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**Applicant's Signature**

**Date**

Application packets should be emailed to [tifa@grossepointepark.org](mailto:tifa@grossepointepark.org) or returned via City drop box. Applications will be accepted throughout the year. Property owners who are interested in applying are encouraged to submit their applications early.