

TOWNSHIP OF WEST ORANGE

DIRECTIONS

For

Completing a CERP Application

Please read these directions very carefully and follow the instructions. Applications will not be accepted until all the required materials have been submitted.

1. Applications must have a copy of the deed or lease.
2. A letter of agreement from building owner must be submitted if the building tenant is applying.
3. Four sets of four photos showing the front, side and street angles of the project site must be included in the application. **Polaroids may not be used.**
4. Application must have elevations and drawings of each side of the building which are included in the project showing what the building will look like when the work is completed.
5. Scaled drawings of all signage (including awnings) indicating exact size, material, color, type face and illumination must be submitted with the application.
6. Color and samples of any building material such as awning fabric, stucco or paint color, brick type, etc. must be submitted in conjunction with the application.
7. All estimates must be broken down into the cost of material and the cost of labor.
8. Three project cost estimates are required for project totals up to \$21,000.
9. **If total project cost exceeds \$21,000 the project must be advertised in the *Star Ledger* for bids.**
10. Applicant must submit statement naming the contractor he chooses to use. If the applicant chooses a contractor who is not the lowest bidder he must also state that he understands he is responsible for the difference.
11. Written approval must be received from the County before work can begin; reimbursement will not be given for work that was prior to approval nor will applications be accepted for façade renovations that have been started or completed.
12. **A pre-construction meeting the County is mandatory before work can begin.**
13. Alterations from the plans that were submitted with your application may not be funded; to be on the safe side, submit any changes for approval from the Township of West Orange Planning Department first.
14. The red, white and blue sign that the County provides must be hung at the job-site while work is going on.
15. Paving is not covered under the CERP program.
16. No interior work will be funded.
17. When planning a project, consider the entire façade; your application has a better chance of being funded if all aspects, elements and details of your building are covered in the renovation.
18. **The CERP program is a matching grant program with a \$25,000 maximum. This means that if your project costs \$50,000 (or more), you will receive \$25,000 back.**
19. Your CERP project will have to meet design approval from the Township of West Orange and the County of Essex.
20. Submission of an application is not a guarantee of funding. Grants are given on a first-come, first-served basis to completed applications that comply with Township ordinances and meet the above requirements.