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**GLEN COVE**

**COMMUNITY DEVELOPMENT AGENCY**

City Hall, 9 Glen Street, Glen Cove, NY 11542

**SIGN GRANT PROGRAM**



**For further program information:  
Camille Byrne, Glen Cove CDA  
City Hall – Room 304  
516-676-1625 Ext. 112**

**Program guidelines and application available at  
[www.GlenCoveCDA.org](http://www.GlenCoveCDA.org)  
Click on “applications and programs”**

**THE CITY OF GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
SIGNAGE INCENTIVE GRANT PROGRAM**

**Eligibility:**

Businesses must be located in an eligible Census Tract as defined by the 2010 Nassau County Urban County Consortium Map **AND** meet one of three HUD National Objectives to qualify for the program: (1) Benefit Low/Moderate Income Citizens; (2) Improve Slum and Blight, and (3) Satisfy an Urgent Need. The property/school taxes (City and County) must be current.

**Monetary Assistance:**

**The maximum grant award will be \$1,500.00 toward the cost of an eligible sign regardless of the cost of the sign, not to exceed 50% of the total cost of the sign.**

**Please note that if your sign is not in place for a minimum of five (5) years, the Glen Cove Community Development Agency will require you to pay back the grant. If you move within the City of Glen Cove and use your sign at a new location, this requirement may be waived.**

**Eligible Signs**

Signs must complement the building and be approved by the Building Department and Sign Committee. Neon is ineligible.

**Grants will be awarded as follows:**

- Grants will be awarded on a first come first serve basis. Once current allocation is spent, the program will be closed until additional funding is received.
- Preference will be given to applicants who have not previously received assistance.
- The Building Department and the Design Review Committee must approve all signs. Applications must follow all requirements of the City of Glen Cove's zoning codes and ordinances. Judgment of the CDA is final.
- Documentation of at least three (3) quotes for your sign must be submitted with reimbursement request form.
- No funds will be contributed to a completed sign project without prior application approval.
- Funds are granted on a reimbursement basis following completion of work and proof of payment in full to sign manufacturer.

**Signage Grant Application Checklist**

- ✓ Glen Cove Building Department - City Hall – 3<sup>rd</sup> floor to complete necessary application for permit including all permit fees. For more information call (516) 676-4448.
- ✓ See CDA Executive Assistant – for program availability - City Hall Room 304--. For more information call (516) 676-1625 ext. 112.

**GLEN COVE COMMUNITY DEVELOPMENT AGENCY  
SIGNAGE INCENTIVE GRANT – REIMBURSEMENT REQUEST FORM**

*Submit this form upon approval of sign permit by City of Glen Cove Building Department.*

PERMIT NO. \_\_\_\_\_

DATE: \_\_\_\_\_

The undersigned has hereby applied for and received approval by the City of Glen Cove for a sign permit to erect a sign in accordance with the requirements of Chapter 228 of the Code of Ordinance of the City of Glen Cove and all requirements as specified on the sign application form issued by the City of Glen Cove Building Department.

APPLICANT NAME/BUSINESS OWNER: \_\_\_\_\_

NAME OF COMPANY/BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ Tax ID # \_\_\_\_\_

SECTION \_\_\_\_ BLOCK \_\_\_\_ LOT \_\_\_\_ CENSUS TRACT #: \_\_\_\_\_

CHECK OFF APPLICABLE (HUD) NATIONAL OBJECTIVES TO QUALIFY FOR THE PROGRAM?

\_\_\_\_ Low/Mod Benefit                      \_\_\_\_ Slums and Blight                      \_\_\_\_ Urgent Need

**Attach the following documentation with this application:**

- **Approved City of Glen Cove Sign Permit Number (Copy of Permit)**
- **Evidence that City of Glen Cove and Nassau County taxes are paid in full/current.**
- **Paid Receipt and Proof of Payment to Sign Contractor who erected sign.**
- **Photographs of storefront with signage (before/after).**
- **Documentation of at least three quotes for sign procurement.**

**Mail or Hand Deliver to:**

City of Glen Cove - Community Development Agency  
9 Glen Street – City Hall  
Room 304  
Glen Cove, NY 11542  
Attn: Executive Assistant

<i>For internal use: All required documentation received and grant reimbursement approved:</i>	
_____	_____
<i>Executive Director</i>	<i>Date</i>

Failure to submit all required documentation will result in rejection of signage incentive grant program reimbursement.

STATE OF NEW YORK)

) ss:

COUNTY OF NASSAU )

I, \_\_\_\_\_ being duly sworn depose and state that I have obtained a sign permit by the City of  
*Insert Name of Business Owner*

Glen Cove Building Department and have submitted required documentation (as noted above) to the Glen Cove CDA. I further understand that my sign must remain in place for a minimum of five (5) years otherwise I will be required to reimburse the City of Glen Cove CDA in the amount of the grant award.

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Grantee Name & Address: \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Signature & Stamp

\_\_\_\_\_  
Grantee Signature