

Application Checklist

The application must include the following components.

☐ **Completed Project Information and Signature Page**

Must include property owner signature, if the applicant is not also the owner. A hard copy of all signatures, or DocuSign document, is required.

☐ **Scope of Work**

A complete scope of work for the proposed improvements. The scope of work must include:

- An itemized list of all proposed improvements
- A description of all proposed improvements.
 - Must include colors and/or material choices.
- Estimated cost for each proposed improvement.

Please use the Scope of Work template included on page 22 of this application.

☐ **Vendor Estimate**

A written estimate from a vendor for the work to be completed. If the grantee plans to complete the work themselves, then a written estimate of material costs.

☐ **Graphic representation of proposed changes**

This should illustrate the proposed façade improvement. Acceptable formats include: conceptual sketch, schematic drawings, photo representation, and/or graphic mock-up.

☐ **Samples of proposed materials (if needed)**

This may include samples or photographs of materials or fixtures to be used in the façade improvements.

Submit completed applications to:

Allyson Quinn, Town Planner
aquinn@rockland-ma.gov
Town of Rockland Planning Department
Rockland, MA 02370