



Commercial Property Compliance Assistance Program

Applicant Information

First Name*

Last Name*

Contact Person

Property Address

Address*

City*

State*

Zip Code*

Mailing Address

Address*

City*

State*

Zip Code*

Phone*

Email*

EIN # / SSN # / ITIN #

Business License #

Business Entity Type*

Proprietorship Partnership Corporation

Name of Business

Organizational Documentation (Articles of Incorporation, LLC Operating Agreement, etc.)*

Property Information

Type of Property *

Has property received, been awarded, or applied for any other COVID-19 pandemic relief funds from any agency(ies) *

Yes No

Summarize the fiscal impact that the COVID-19 pandemic has had on the property or business. *

List of all Tenants and Businesses in the Building

Tenant / Business Name *

Outstanding Violations (if applicable)

Citation

Date of Citation

Citation

Date of Citation

Citation

Date of Citation

Citation

Date of Citation

Citation

Date of Citation

Contractor Information

If you have multiple contractors, include a Contractor Information form for each contractor.

Name of Business *

Contractor's Representative Name *

Address *

City *

State *

Zip Code *

Contractor Email *

Type of Business *

Tax ID # *

California State Contractor's License # *

City of Santa Ana Business License # *

Estimated Costs

If line item is not applicable, enter zero.

Category	Estimated Costs/Bids*
1. Restorations of Building Materials	\$ <input type="text"/>
2. Architectural Features	\$ <input type="text"/>
3. Signage	\$ <input type="text"/>
4. Awnings	\$ <input type="text"/>
5. Steam Cleaning / Power washing	\$ <input type="text"/>
6. Fencing	\$ <input type="text"/>
7. Doors	\$ <input type="text"/>
8. Parking Lot Resurfacing	\$ <input type="text"/>
9. Lighting	\$ <input type="text"/>
10. Paint	\$ <input type="text"/>
11. Anti-Graffiti Measures	\$ <input type="text"/>
12. Landscaping	\$ <input type="text"/>
13. Irrigation	\$ <input type="text"/>
14. Decorative Improvements	\$ <input type="text"/>
15. Aesthetic Improvements	\$ <input type="text"/>
16. Other	\$ <input type="text"/>
Total Estimated Costs*	\$ <input type="text"/>

Estimated Date of Completion*

Statement of Project Description

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Please describe the scope of the proposed improvements below (include a summary of the building's current condition, areas to be improved, and how, as well as any proposed materials or colors).

Project Documentation

Photographs of Existing Façade *

Submit several photos of your building in its current condition. If necessary, also take several photos of buildings in the area to demonstrate that your proposed improvements will maintain the character of the area. Be sure to label each photo and indicate what improvements you are proposing to make in each image.

Drawings of Proposed Improvements *

Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the City's discretion. In addition to a conceptual drawing include product sample sheets of design elements such as windows, doors, lighting, canopies, etc. showing colors, size, type of material, etc.

Additional Project Documents

Project Timeline

Project Start Date*

Project End Date*

Additional Comments

General Conditions

- The applicant is solely responsible for all safety conditions and compliance with all municipal, county, state, and federal safety regulations, building codes, ordinances, labor and wage laws, and other applicable regulations.
- Voided checks and invoices must be provided for work completed prior to reimbursement approval. The applicant will not seek to hold the City of Santa Ana and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Commercial Property Compliance Assistance Program.
- The applicant agrees to maintain the property and improvements for a minimum of five (5) years.
- The applicant authorizes the City of Santa Ana to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in the city of Santa Ana materials and press releases.
- The applicant understands the City of Santa Ana reserves the right to make changes in conditions of the Commercial Property Compliance Assistance Program as warranted.
- If at any time you wish to withdraw your application, you must notify the City of Santa Ana Planning and Building Agency Director in writing at 20 Civic Center Plaza, Santa Ana, CA, 92701, as soon as possible.

Application Certification

Upload completed Property Maintenance Agreement *

Template agreements can be located [here](#)

Please read the statements below and certify that you understand:

I/We certify that the building owner is the owner of the property. *

Yes

I/We have attached a copy of all current leases. *

Yes

I/We have attached relevant photos of the building façade(s) to be included in this program. *

Yes

I/We have reviewed the program overview and guidelines, have familiarity with the responsibilities of each party, and understand that: *

- The Property Compliance Assistance Program is paid to the applicant as reimbursement of paid invoices.
- All services to be performed by contractors shall be subject of agreement between the applicant and contractor(s).
- The Agency shall not assume any liability for such agreements, except as specifically authorized by the program.

Yes

I/We understand that if awarded no portion of the grant funds will be used for any purposes other than those listed above. *

Yes

I/We have read and understand the City of Santa Ana program guidelines, accept the qualifications and conditions and through signature(s) below, certify that I/We are qualified and will abide by such conditions set forth in this application and for all reasonable conditions which may be issued by the City of Santa Ana in the implementation of this program. I/We understand that this is a voluntary program, under which the City of Santa Ana has the right to approve or deny any project or proposal or portions thereof. *

Yes

By signing this document, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By signing this document you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, or in accessing or making any transaction regarding any agreement, acknowledgement, consent terms, disclosures or conditions constitutes your signature (hereafter referred to as "e-signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your e-signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your e-signature or any resulting contract between you and the City. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement. You further agree that each use of your e-signature in obtaining a City service constitutes your agreement to be bound by the terms and conditions of the City. *

Applicant(s) Signature *

Date *