



CODE **CORRECTION**  
– APPLICATION GUIDELINES –

**DOWNTOWN REVITALIZATION CODE CORRECTION ASSISTANCE PROGRAM  
FOR CHELSEA CENTRAL ZONING DISTRICT AND HOLLYHOCK ISLAND  
APPLICANT GUIDELINES**

**THE APPLICATION FORM**

- The Applicant** Each application must be submitted by a lead applicant, which in most cases, is the owner of the property. A tenant could be the lead applicant as long as owner certifies agreement with the plans attached to the application. The lead applicant must meet the eligibility requirements as identified in the program detail documentation, submit the application with attachments, and assume responsibility for the awarded funds.
- The Property** The property must be located in the defined program area known as ‘Downtown and Hollyhock Island’ (see attached inventory and map). Identify the subject property by street address, floor and any additional descriptions necessary.
- The Project** Provide a descriptive summary of the project including costs, timing, work detail, etc. Discuss your action plans, schedule for completion and milestones, and the impact your project will have on the property, neighboring properties, downtown and the community in general. Describe how project funds will be used.
- Funding** State the amount of funding you are requesting and provide a general outline of the budget. Remember the grant funds are for code improvements related to accessibility and life safety code requirements only and not to exceed 50% of those project expenses. State the amount and source of other private investment in the project and please identify debt and equity components separately. The construction plan should include your detailed budget and cash flow projections.
- The Lease, The Business And The Residence** Provide a brief description of uses and lease terms for the space.

**The Project Fit**

Provide a brief description of how your project will benefit the area in which it is located.

**Required Documents**

**In addition to a complete application form applicant will be requested to provide:**

- Proof that applicants are current with taxes, utility payments, and mortgages
- Status of lease agreements including letters of intent or executed leases
- Cash flow and pro-forma statements for the project
- Proof of collateral or personal guarantee, and proof that funds are in place to support project through completion
- Business plan and most recent audited financial statements with projected cash flows and pro-forma statements, or business plan with projected cash flows and pro-forma statements
- Proof of insurance

**INVENTORY: DOWNTOWN REVITALIZATION PROGRAM AREA**

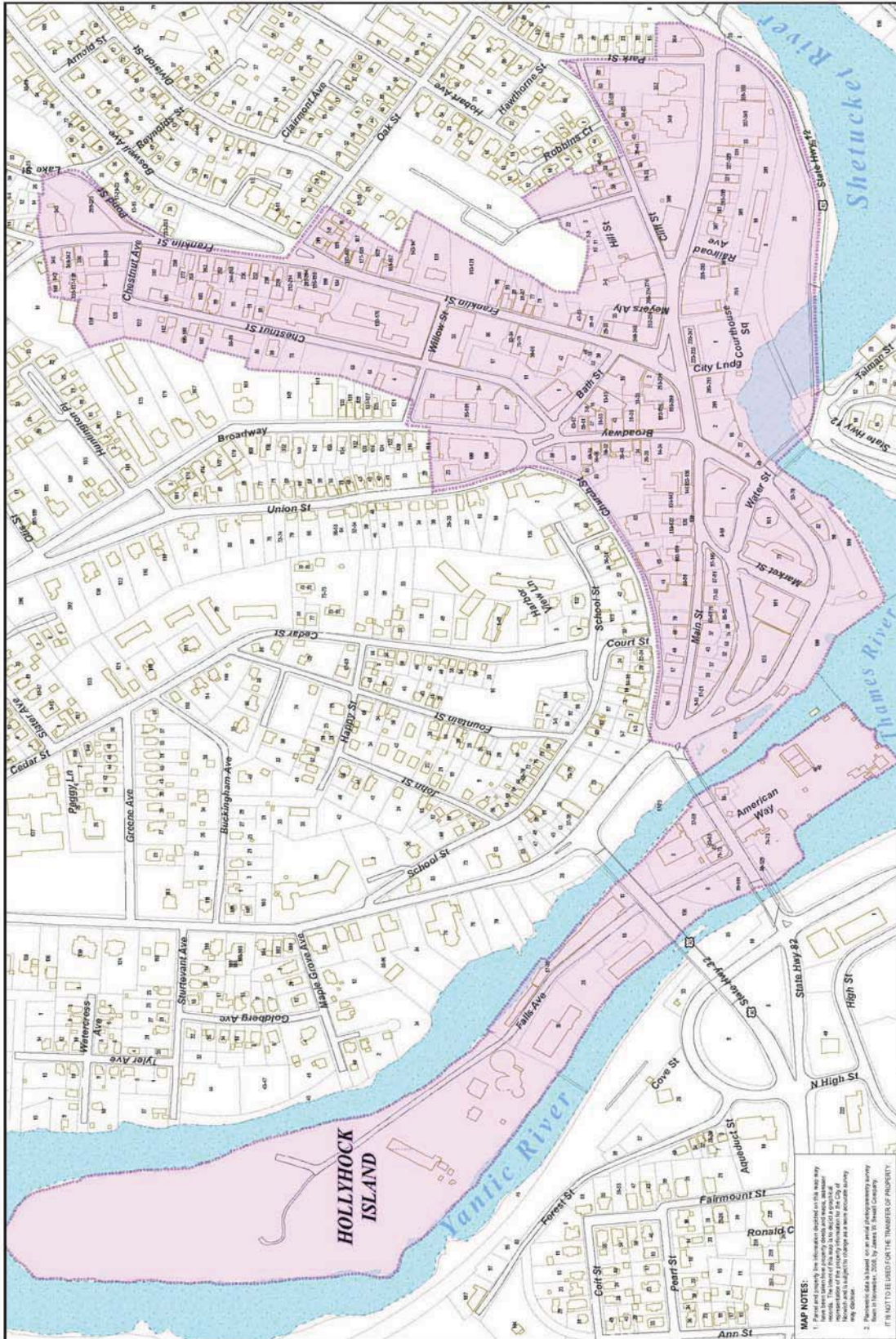
**CHELSEA CENTRAL DISTRICT; Inclusive**

STREET	FROM LOCATION	TO LOCATION
Arcadia Street	9	22
Bath Street	7	15
Broadway	4	101
Chelsea Harbor Drive	52	150
Chestnut Avenue	2	Franklin Street
Chestnut Street	1	142
Cliff Street	0	38
Cliff Street	31	69 odd numbers only
Church Street	17	85 odd numbers only plus 80
City Landing	0	Main St
Courthouse Square	1	40
Franklin Street	2	346
Hill Street	0	15
Main Street	9	364
Market Street	Main Street	Chelsea Harbor Drive
Myers Alley	Main Street	Franklin Street
Oak Street	7	11
Railroad Avenue	10	
Union Street	23	Broadway odd numbers only
Water Street	52	161
Willow Street	4	Franklin Street

**HOLLYHOCK ISLAND; Inclusive**

STREET	FROM LOCATION	TO LOCATION
Falls Avenue	5	36 and Hollyhock Island
West Main Street	38	101

The above list of properties reflect the status carried in the Norwich Assessor's database as of July 1, 2010.



# NORWICH ECONOMIC DEVELOPMENT INITIATIVE AREA 2010-2015



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**LEGEND**

- COD Zone
- Parcel Lines
- Buildings
- Paved Road
- Unpaved Road
- Bridge
- Rivers



CORRECTIONS BASED ON  
 GIS P.C.S. N.A.D. - 1983

NOT TO SCALE

REVISION TABLE	
DATE	DESCRIPTION

**MAP NOTES:**

1. This map was prepared using information obtained on this map. It has been prepared using property records and other information available to the City of Norwich. The City of Norwich is not responsible for any errors or omissions on this map. The City of Norwich is not responsible for any errors or omissions on this map.
2. This map is based on an aerial photography survey taken in November, 2008, by James W. Small Company.

IT IS NOT TO BE USED FOR THE TRANSFER OF PROPERTY.