



## Rocky Mount Downtown Development Incentive Grant

### Pre-Application

#### Eligibility Documentation:

The information listed below is required when you submit this pre-application:

- A current list of owners/partners, officers/directors, and staff
- Copy of deed
- Project pro forma (and lease, if applicable)
- Sealed building plans for renovation or new construction

Please Note: **Incomplete applications will not be accepted.**  
**Do not mail original documents.**

#### Submissions are to be made to:

Kevin Harris, Business Development Manager  
City of Rocky Mount  
331 S. Franklin Street, 5<sup>th</sup> Floor  
Rocky Mount, NC 27804  
Tel (252) 972-1101, Fax (252) 972-1581

**Applicant Information**

Applicant: \_\_\_\_\_

Property address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Numbers: Home: (\_\_\_\_\_) \_\_\_\_\_

Mobile: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Property Information**

Address of property where improvements will be made:

\_\_\_\_\_

Current use of building: \_\_\_\_\_

\_\_\_\_\_

Building Square Footage: \_\_\_\_\_

Approximate street frontage: \_\_\_\_\_ Building length: \_\_\_\_\_

Number of Floors: \_\_\_\_\_ Basement (Y / N)

Number of floors to be occupied after development: \_\_\_\_\_

Does the building have any outstanding building code violations: \_\_\_\_\_

What is the tax valuation of the property: \$ \_\_\_\_\_

Available appraised value and date: \$ \_\_\_\_\_

Describe the planned renovations as specifically as possible.

*(Attach additional sheets as necessary)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that it is unlawful to willfully withhold information or make false statements and that I am subject to prosecution if I do so. I certify the information I have provided is true and correct according to my best knowledge and belief.

I/we agree to allow the City of Rocky Mount to use illustrations, photographs, and/or other images of this project for reports, publications and advertisements both print and electronic.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_