

**Application Submission**

Applications will be reviewed by Program Administrator for completeness and content. It may take up to 30 days for a response to a completed application. All information must be complete prior to internal review process.

Applicants should **not** begin work prior to being given a notice to proceed from the City of Springfield program administrator. Any work done prior to approval will be done at the applicants own cost and own risk.

**Property Owner Sign Here:**

I have read and understand the program guidelines.

Property owner signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Business Owner Signs Here**

I have read and understand the program guidelines.

Business owner signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Please return completed application and application checklist items in one package, electronically:

**Wilson Darbin**  
**Program Administrator**  
**Office of Planning & Economic Development**  
**70 Tapley Street**  
**Springfield, MA 01107**

Please direct any questions to: [wdarbin@springfieldcityhall.com](mailto:wdarbin@springfieldcityhall.com) or (413) 750-2810