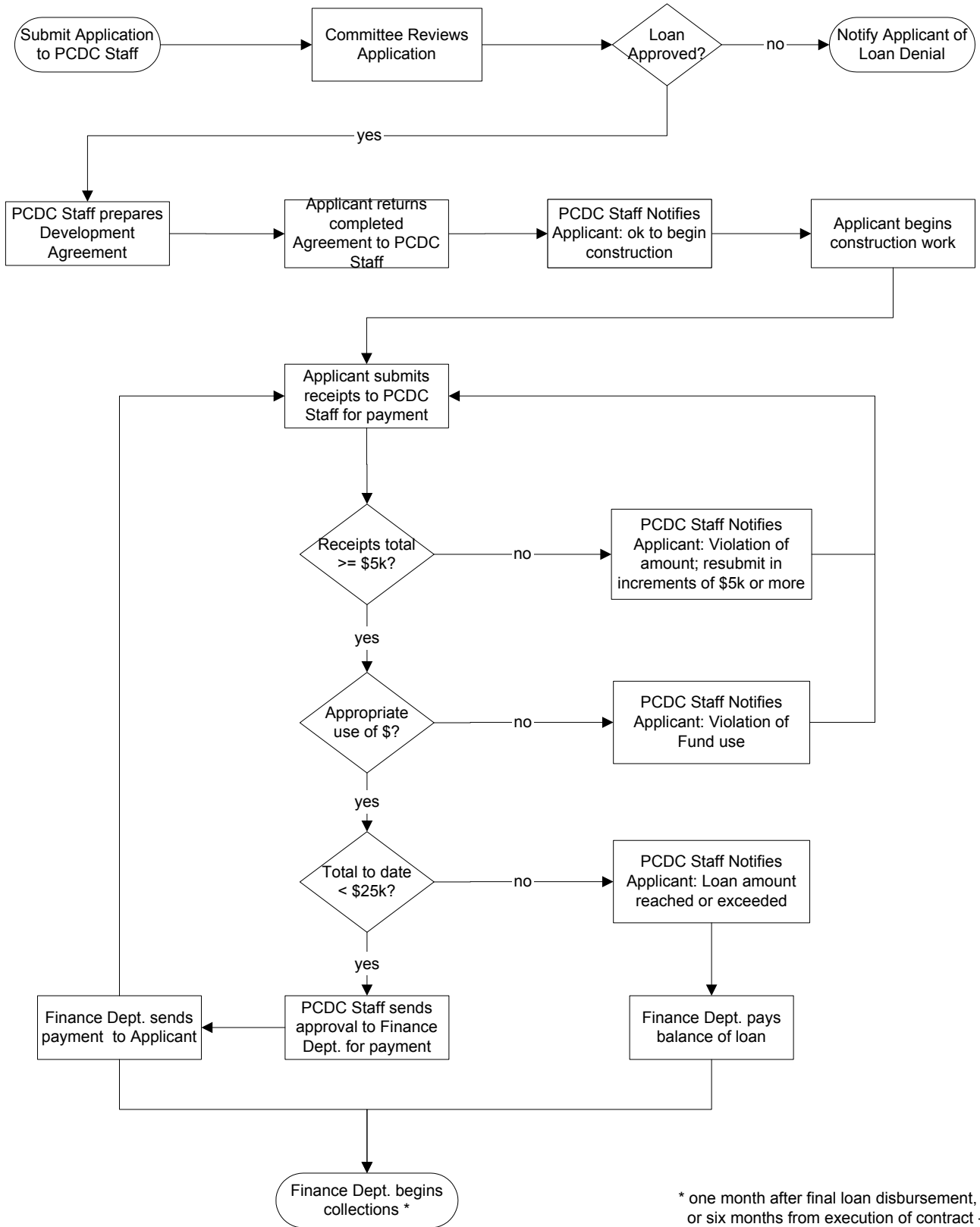
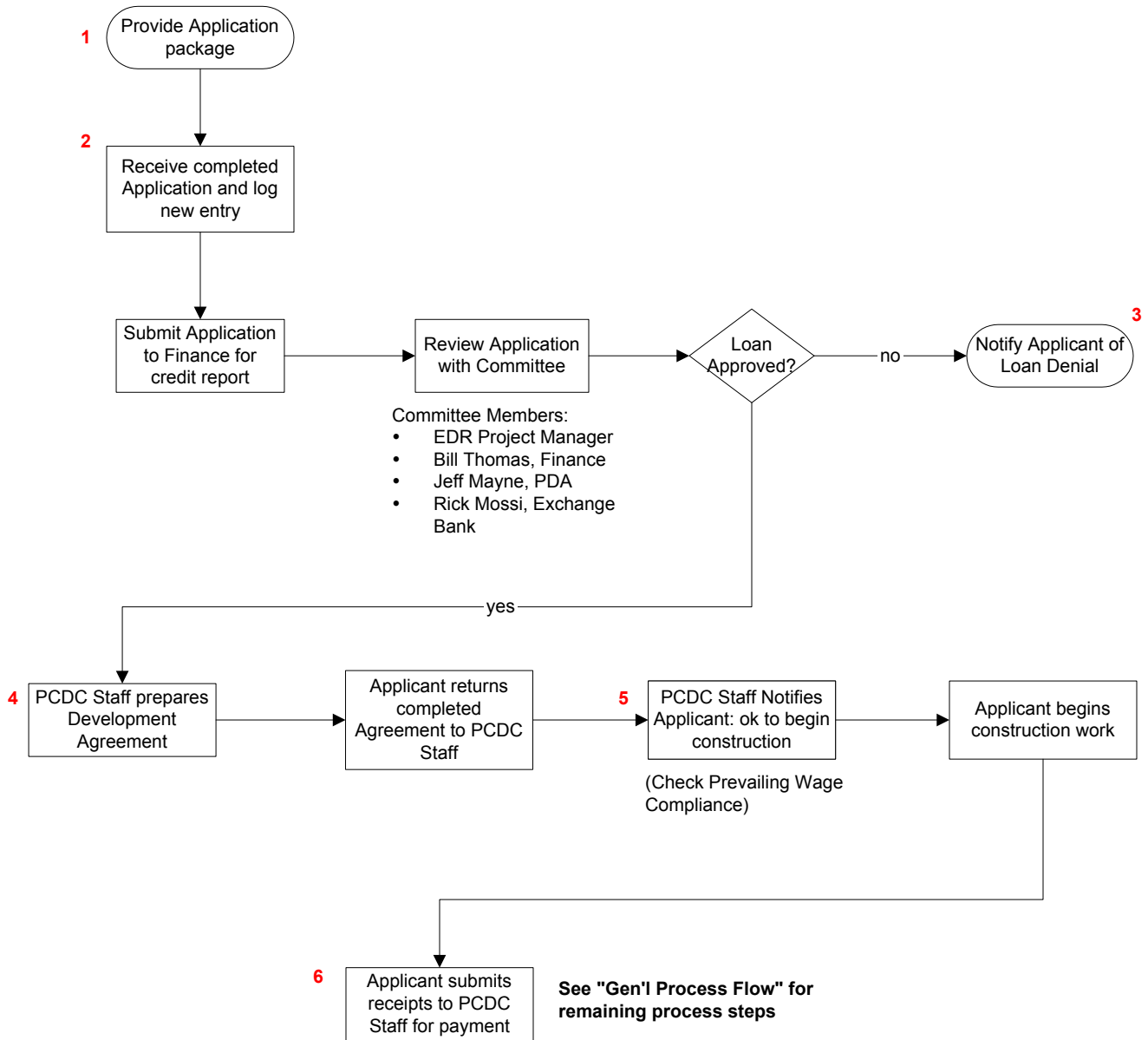


PETALUMA COMMUNITY DEVELOPMENT COMMISSION STOREFRONT IMPROVEMENT LOAN PROGRAM PROCESS OVERVIEW



* one month after final loan disbursement, or six months from execution of contract - whichever is first

**PETALUMA COMMUNITY DEVELOPMENT COMMISSION
STOREFRONT IMPROVEMENT LOAN PROGRAM
PCDC STAFF - INTERNAL PROCESS OVERVIEW**



1. Marketing_Brochure
StoreFrontApplicationPackage
Owner Participation Agreement (blank copy)
Business card of Project Manager
Excerpt from "Petaluma Historic Commercial District Design Guidelines"
2. Application Log
Application Checklist - **Create a new folder S:\Storefront Improvmts\Applicant's name (see Robert Eye folder for example)**
3. Denial ltr
4. Approval ltr contracts encl. (notification of loan approval)
Owner Participation Agreement_Applicant's Name
5. Contract ltr (description of contract)
Disbursement form (provide several copies)
6. Disbursement form