



## Requested Improvement Details

<b>To:</b>	Neighborhood Improvement Program
<b>From:</b>	
<b>Date:</b>	
<b>Subject:</b>	Commercial Façade Improvement Program
<b>Business Name:</b>	
<b>Business Address:</b>	
<b>Owner or Tenant:</b>	
<b>Phone:</b>	
<b>Email:</b>	

This sheet serves to provide details on requested improvements as part of the Trenholm Acres/Newcastle Neighborhood Commercial Façade Improvement Program. General Improvements include, but are not limited to: exterior signage, exterior painting, parking lot repair, lighting, security features, landscaping, building maintenance, etc. Improvement details should provide information related to the general improvement, such as type of improvement, color requested, area or location for that improvement, etc. An example is included below in red.

**General Improvement:**

**Improvement Details:**

<b>Building Maintenance</b>	<b>Repair of damage brickwork on front side of building and columns</b>

*Printed Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_