City of Madison Heights, Michigan

City Hall Municipal Offices
300 W. Thirteen Mile Road
Madison Heights, MI 48071

Department of Public Services
801 Ajax Drive
Madison Heights, MI 48071

Fire Department
31313 Brush Street
Madison Heights, MI 48071

Police Department
280 W. Thirteen Mile Road
Madison Heights, MI 48071

www.madison-heights.org

MONTH XX, 20XX

Applicant Name
Business Name
Address

Dear XXXXXXXX,

This letter is written to express the commitment of the Madison Heights Downtown Development Authority (MHDDA) to reimburse <Applicant Name and Address> for a total up to $XXXX for the façade grant project located at XXXXXXXX as approved by the Madison Heights Downtown Development Authority on XX/XX/XXXX.

The MHDDA will issue reimbursement after the following conditions have been met:

- All required issued permits and inspections are approved and closed.

- The property owner/tenant has supplied the DDA Director with signed Unconditional Waivers from all contractors involved in the scope of the project.

- DDA Director has verified that the property has no outstanding taxes, utility payments, open building, or code enforcement issues.

The MHDDA is committed to reimbursing this project located at <Business Address> provided that the project begins within (6) months from the date of approval and is completed within one year from the date of MHDDA approval of the façade grant application, XX/XX/XXXX.

Sincerely,

Giles Tucker
Executive Director
City of Madison Heights Downtown Development Authority
Office: (248) 583-0831
300 W 13 Mile Rd, Madison Heights, MI 48071

Area Code (248)

Active Adult Center............................ 545-3464	Finance 583-0846	Nature Center 585-0100
Assessing.. 858-0776	Fire Department.................................... 588-3605	Police Department............................... 585-2100
City Clerk 583-0826	43rd District Court................................ 583-1800	Purchasing... 583-0828
City Manager 583-0829	Human Resources................................ 583-0828	Recreation.. 589-2294
Community Development 583-0831	Library 588-7763	Water & Treasurer............................... 583-0845
Department of Public Services............ 589-2294	Mayor & City Council 583-0829	