



## LITCHFIELD HILLS BUSINESS ENERGY EFFICIENCY PROGRAM APPLICATION

**INSTRUCTIONS:** Complete all items carefully. **PLEASE PRINT.** Construction work started before project approval by the local and regional BEEP committees is not eligible for reimbursement. Return complete application with all required documentation to:

Torrington Business Energy Efficiency Program Coordinator  
 Rose Ponte, Economic Development Coordinator  
 City Hall, 140 Main Street  
 Torrington, CT 06790

If you have any questions regarding this application, contact Rose Ponte, Torrington BEEP Coordinator, at [rose\\_ponte@torringtonct.org](mailto:rose_ponte@torringtonct.org) or 860-496-5920.

**1. APPLICANT INFORMATION** - Specify the contact person and address to which the BEEP correspondence should be sent:

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

Mailing Address: \_\_\_\_\_

Primary contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Are you a:  Landlord  Owner/Occupant  Tenant

Is applicant:  Corporation  Sole Proprietor Business

Partnership  Non-Profit Organization

**2. PROPERTY INFORMATION**

Address of subject property: \_\_\_\_\_

Property identification # (from Assessor's Card): \_\_\_\_\_

Date building was constructed: \_\_\_\_\_

Building dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Number of floors: \_\_\_\_\_ Total square footage: \_\_\_\_\_

Business and residential tenants, uses and size/square footage (attach additional sheet if needed):

<u>Tenant name</u>	<u>Type of Business</u>	<u>Size/square footage</u>

A cooperative venture of the Litchfield Hills Council of Elected Officials, Northwest Connecticut Chamber of Commerce, and the Towns of Barkhamsted, Colebrook, Goshen, Hartland, Harwinton, Litchfield, Morris, New Hartford, Norfolk, Torrington and Winchester

42E North Street  
 Goshen, CT 06756  
 Tel: (860) 491-9884  
 Fax: (860) 491-3729

**3. PROPERTY OWNERSHIP INFORMATION**

Building owner's name if different from applicant: \_\_\_\_\_

Building owner's mailing address if different from applicant: \_\_\_\_\_

\_\_\_\_\_

Building owner's telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4. PROJECT INFORMATION** - Please provide a detailed description of the proposed improvements to enhance energy efficiency. Identify each component or category such as window replacement, building insulation, bulb replacement, or other energy efficiency work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated project cost: \_\_\_\_\_

Proposed start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

Who will coordinate the project?  Applicant serves as general contractor.

General contractor. Please specify: \_\_\_\_\_

Other. Please specify. \_\_\_\_\_

**5. REQUIRED DOCUMENTATION:** Please provide this information with your application. The BEEP Committee will review only those application packages that are complete. (Checklist)

1. If you are a tenant, a letter from the landlord/property owner approving the proposed project.

2. Two sets of drawings/specifications for the improvement (if applicable), and a photograph of the building proposed for improvement.

3. Cost estimates from at least two different contractors for the proposed project, and identification of the preferred contractor.

- \_\_\_\_ 4. Copy of Assessor's Property Card
- \_\_\_\_ 5. Documentation that any iron, steel, and manufactured goods to be used for the project are produced in the United States and comply with the "Buy America" provisions of the American Recovery and Investment Act of 2009. (Note: Many manufacturers can provide a page with such documentation).
- \_\_\_\_ 6. Completion of Federal Environmental Form (EF-1form) in cooperation with local BEEP Coordinator.

**The undersigned applicant(s) affirms that:**

- A. All information submitted in this application, and all documentation furnished in its support, is true and accurate to the best of my/our knowledge.
- B. I (we) agree to secure all applicable local and state permits and approvals prior to commencing this improvement project.
- C. I (we) have read and understand the "Program Description" for the Litchfield Hills Business Energy Efficiency Program. I (we) agree to abide by all program conditions and rules.
- D. I (we) agree to abide by all applicable federal, state and local laws and regulations including Equal Employment Opportunity and non-discrimination regulations.
- E. To the best of my (our) knowledge, the building proposed for improvement is not in violation of any zoning or building codes and the property taxes are fully paid.
- F. Any iron, steel, or manufactured goods used for the project will comply with the "Buy America" provisions of the American Recovery and Re-investment Act of 2009, including documentation from the contractor certifying that the product was manufactured domestically.

**Signature of Applicant(s)**

\_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Building Owner (if different from Applicant)**

\_\_\_\_\_ Date: \_\_\_\_\_