**REQUEST TO REMODEL FACILITY**

**APPLICATION FORM**

**DISTRICT PROPERTIES BOARD**

**FLORIDA DISTRICT**

**CHURCH OF THE NAZARENE**

**4720 CLEVELAND HEIGHTS BLVD. STE 301**

**LAKELAND, FL 33813**

**OFFICE: 863-644-9331 FAX: 863-648-2710**

**EMAIL:** [**info@floridanaz.com**](mailto:info@floridanaz.com)

**If you need additional space to answer any questions, please attach another page.**

**General Information**

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

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of contact person: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # on contact person 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # on contact person 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Indicate the nature of this request**

☐ To obtain approval to remodel facility. (Terms of the land purchase is substantially

negotiated).

☐ Please check this box if this is an update of a request submitted earlier.

☐ Exploratory only (terms yet to be negotiated).

**Purpose of this request to remodel facility**

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**Project Description**

A. Describe Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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B. Projected completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of the remodel**

A. What is the address of the building being remodeled?

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

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B. Foundation and structure. If additional load is being added, has the foundation and

structure been checked for load-carrying capacity? ☐ yes ☐ no ☐ Not applicable

C. Interior Walls (existing and new):

Type: Materials:

☐ Load-bearing ☐ Wood Studs ☐ Paneled

☐ Non-load-bearing ☐ Steel Studs ☐ Textured

☐ Portable ☐ Plastered

☐ Folding ☐ Dry Wall

Additional notes on interior wall types and materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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D. Floor Covering Materials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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E. Heating, Ventilation and Air Conditioning:

1. Will the existing system work well for the revised areas? ☐ yes ☐ no

2. Describe plan for adapting the HVAC to accommodate the remodel proposed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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F. Plumbing:

1. Describe any changes or additions for existing plumbing as a result of the remodel:

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G. Electrical service and lighting:

1. Describe any changes or additions for existing electrical service and lighting as a

result of the remodel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Will the present electrical service handle the changes? ☐ yes ☐ no

H. Fire Suppression:

1. Describe any changes or additions for existing fire suppression systems (sprinklers,

in particular) as a result of the remodel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Has the fire marshal looked at the plans and will give an OK when the final

inspection is done? ☐ yes ☐ no

This is one area where you might get a surprise at the end of the remodel.

I. Code Compliance:

1. Have you checked and confirmed that your proposed remodeling is within zoning

and local/state/federal building, plumbing, fire, safety, health, and environmental

code? ☐ yes ☐ no

**Projected Cost (enter zero if no cost or item not applicable)**

A. Construction Contract (including profit and insurance): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. Fees for professional services:

1. Architect $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Acoustical Consultant $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Attorney $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Survey Engineer $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Soil Analysis $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

C. Site Development/Adaptations:

1. Grading $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Drainage $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Utilities $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

D. Landscaping: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E. Parking and Drives: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Furniture, Carpet, Window Treatments: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

G. Stained Glass, Art: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

H. Sound System, Multi-Media $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Special Lighting $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

J. Interest during Construction: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Subtotal $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

K. Contingencies/Misc Expense

(allow 10%) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Total $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding the Project**

A. How much cash is presently on hand toward the projected cost of this remodel?

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. How much cash do you plan to raise between now and the completion of the project?

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your fundraising plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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C. Will you be securing a loan in order to fund all or a portion of this remodel? ☐ yes ☐ no

D. If yes, please provide the following: (you will also have to fill out a Request for Loan)

1. Amount to be borrowed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Lender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Anticipated terms of the loan (interest rate, payment, fees to secure the loan,

term of the loan, how the loan will be collateralized, etc.)

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4. Can the payments be absorbed by your present income with your present

financial commitments? ☐ yes ☐ no

5. Including this loan, what will be the church’s total indebtedness? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What is the total church income (tithes/building fund) for the past 3 years?

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The amount of total indebtedness will not exceed three times the average of the

amount raised for all purposes in each of the preceding three years.

7. Will the loan payment (annualized) result in more than 25% of your current total

annual income? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ☐ yes ☐ no

E. Please describe any other aspects with respect to funding this project that you have

not described in items A – D above: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please provide any further details and information or disclosures that you believe is**

**pertinent to this request and to the deliberations of the District Properties Board:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
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**Signatures**

We have completed the above Application for the purpose of remodeling. We understand the District DPB and DAB may rely on the accuracy of the above financial and other information contained herein when deciding whether or not to approve our request. We declare the information contained in this application to be true and accurate to the best of our knowledge and understanding. We have withheld no information relative to the remodel which would adversely affect its value.

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

Signature Senior/Lead Pastor Local Church Secretary/Treasurer/or Trustee

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Date Date