

# Downtown Traverse City Snowmelt/Streetscaping Reimbursement Request Form



The Traverse City Downtown Development Authority (DDA) partners with downtown property owners, especially at the time new development occurs, to share (50/50) costs association with snowmelt and streetscaping infrastructure (i.e., the “sidewalk envelope”).

**Name of Group or Individual Making the Request**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Phone**

**Email**

\_\_\_\_\_

\_\_\_\_\_

**Type of Improvement (please circle)**

- A. Just Streetscaping    B. Just Snowmelt    C. Streetscaping and Snowmelt**

**Location(s) of the Improvement (please include the block)**

\_\_\_\_\_

**Linear feet of Improvement**

\_\_\_\_\_

**Anticipated Date of Improvement**

\_\_\_\_\_

**Estimated Cost of Streetscaping and/or Snowmelt Infrastructure**

\_\_\_\_\_

**If adding snowmelt, location of the internal snowmelt infrastructure**

\_\_\_\_\_

# Downtown Traverse City

## Snowmelt/Streetscaping Reimbursement Request Form



### Process

1. Applicant shall fill out this form and submit it, with an email, to the DDA Executive Director.  
(All questions related to this form or questions related to streetscaping/snowmelt infrastructure should also be sent to the DDA Executive Director).
2. The DDA Executive Director will meet with the applicant and any other property owners involved to review the request.
3. The DDA Executive Director will review the budget needs and timing of the project
4. The DDA Executive Director will obtain approval from the City Engineering Department
5. Payment shall be made upon completion of the infrastructure improvement
6. Please contact the DDA Executive Director with any questions  
Harry Burkholder  
Email: [harry@downtowntc.com](mailto:harry@downtowntc.com)  
Phone: 231-922-2050

### Please Note

The submission of this form does not guarantee funding will be provided. Each submission will be evaluated based on available funding, context with surrounding streetscape/snowmelt infrastructure and consultation with appropriate city staff.