



## American Rescue Plan Act (ARPA) New Business Assistance Program Application

Submit in-person or by email to:  
Development Services Department  
Economic Development Division  
EconDev@ArcadiaCA.gov | (626) 574-5409

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**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

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**Primary Business Owner** \_\_\_\_\_

**Other Business Owner(s)** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Property Owner's Name** \_\_\_\_\_

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**Business Category (Select One)**

- ☐ Retail ☐ Restaurant ☐ Personal Service ☐ Recreation ☐ Fitness ☐ Entertainment  
☐ Gastropub or Bar ☐ Professional Office ☐ Medical Office ☐ Light Industrial  
☐ Other (Please specify): \_\_\_\_\_

**Is this business a franchise?** ☐ Yes ☐ No

**Number of months/years at current location** \_\_\_\_\_

**Number of Employees (Full-time equivalent)** \_\_\_\_\_

**Does this business have any additional locations?** ☐ Yes ☐ No

If yes, please specify how many additional locations \_\_\_\_\_

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**SELECT PROGRAM APPLICATION (one or both can be selected):**

☐ **GRANT – See Below for Proposal Requirements:**

Please attach a short narrative (maximum one-page) of the proposed project or initiative that would be completed if awarded funding through this program. Include a project description, a preliminary cost estimate, how the project or initiative will positively impact your business, and why the project or initiative is consistent with some or all of the grant proposal evaluation criteria listed in the Program Guidelines. The preliminary cost estimate should include estimated charges by vendors in the form of an invoice. The awarding of grants shall be based on the information included in the written proposal and subject to the determination of the Development Services Department.

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☐ **PERMIT ASSISTANCE – Select Applicable Application or Permit Fees:**

**Planning Applications:** Conditional Use Permit (☐ New \$3,316) (☐ Amendment \$2,195)

Minor Use Permit (☐ New \$1,289) (☐ Amendment \$816) ☐ Façade Design Review (\$1,668)

☐ Sign Design Review (\$422) ☐ Other (please list) \_\_\_\_\_

Total Planning Application Fees: \$ \_\_\_\_\_

**Building Permits:** ☐ Tenant Improvement (Interior) ☐ Façade Improvement (Exterior)

☐ Sign Installation Permit ☐ Other (Please specify): \_\_\_\_\_

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Total Building Permit Fees: \$ \_\_\_\_\_ (Attach estimate/receipt from building division)

**Total Planning Application and Building Permit Fees: \$ \_\_\_\_\_**

If you intend to submit receipts for Planning Application fees and/or Building Permit fees at the time of application submittal, please provide them with your application form.

\*Please note that applications for the New Business Assistance Program are accepted on an ongoing basis, subject to funding availability.

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| <b>THE APPLICANT HEREBY DECLARES UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.</b> |
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**APPLICANT'S SIGNATURE**

**DATE**

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**PROPERTY OWNER'S SIGNATURE**

**DATE**