

APPLICATION SUBMISSION CHECKLIST

Application Elements	Description	Complete
	Contact Information for Municipality and Library	
	Legislator Information	
	Federal ID & State Vendor ID Numbers	
	<i>State Assurances</i> Pages Included	
	Original Signatures in Blue Ink	
	Titles & Dates	
	Project Description AND	
	Timeline / Work Plan	
	Budget with Revenues/Expenditures for Project	
	Project Need / Local Economic Conditions	
	Library Building Consultant's Statement (optional)	
	Is This a Shared Facility? If Yes, is the percentage of facility to be used as a library clearly explained and documented in application?	
A	Photos	
B	Project Design Plan / Engineering Specs	
C	Project Cost Estimates	
D	Documentation of Local Matching Funds which clearly demonstrates all funding is available to complete project	
	Library's Most Recent Year-end Treasurer's Report (for Library Facility or Branch, if applicable)	
E	Library's Latest Annual Budget	
	Anticipated Budget for Year Following Project Completion	
F	Letter of Support from State Legislator	
	Letter from System Administrator (if system member)	
	Letter from District Consultant	
	Letter from Library Director	
	Letter from Library Trustee/Board Member	
	Additional Letters of Support (optional)	
G	PHMC Approval (Letter or Form)	

	Title to Site	
	If Library Holds Title:	
	Copy of Deed Attached	
	If Municipality Holds the Title:	
	Copy of Deed Attached AND	
	Municipal Resolution ensuring Undisturbed Use of the Facility as a Public Library for 50 years or Useful Life of the Project.	
H	If Library has Other Interest in the Property: <i>(Neither Library nor Municipality Own the Property)</i>	
	Copy of Deed to Property AND	
	Copy of Library's 50 Year Lease to the Property	
	If Municipality has Other Interest in the Property: <i>(Neither Municipality nor Library Own the Property)</i>	
	Copy of Deed to Property AND	
	Copy of Municipality's 50 Year Lease to the Property AND	
	Municipal Resolution ensuring Undisturbed Use of the Facility as a Public Library for 50 years or Useful Life of the Project.	
I	Zoning Approval/Certification that Proposed Project Complies with Local Zoning	
	Statement that Proposed Project is in Compliance with Act 2000-68	
J	Environmental Impact Statement	
K	Flood Hazard Evaluation Narrative	
	Flood Hazard Boundary Map	
L	Appraisal for acquisition of property (if applicable)	
M	Municipal Resolution Authorizing Submission of Application	
	Municipal Resolution Identifying Municipal Person Authorized with Signing Authority	
Submissions	1 Copy Marked "Original" and Three Copies (4 copies total)	
	<i>This checklist is not part of the Keystone Application.</i>	