

FACADE IMPROVEMENT APPLICATION
NEWMAN GROVE DEVELOPMENT CORPORATION

Applicant Name(s):

Company Name:

Mailing Address:

Business Phone:

Cell Phone:

Applicant is: Property Owner/Tenant (please circle one)

If applicant is not the property owner, please provide Name, address, and phone number of owner:

PROJECT OVERVIEW

Project description in detail, along with a contractors bid for project costs. Please include the contractor/sub and start date.

NEWMAN GROVE DEVELOPMENT CORPORATION
FACADE IMPROVEMENT PROGRAM

Program Guidelines:

The Newman Grove Development Corporation (NGDC) encourages private investment in commercial areas through a program that offers financial incentives to improve the appearance and quality of commercial buildings. The NGDC proposes the utilization of a Facade Improvement Program to improve commercial building facades within Newman Grove. Under the Facade Improvement Program, property owners or tenants are eligible to apply for grants equal to One-half of the cost of such improvements, up to \$5,000.00 with certain limitations. These grants are provided to create positive impact that individual facade renovations can have on the overall appearance and image of a business district. The yearly budget for the Facade Improvement Program is \$25,000.00; however the retail committee may add additional funds to the program based on NGDC Board approval.

Eligible Improvement-Existing Structures

The Facade Improvement Program supports exterior business improvements, from minor repairs and historical facade painting to complete facade renovations.

Eligible improvements include but are not limited to:

- Repair, replacement or additions of Awnings
- Signage
- Graphics
- Window display areas
- Exterior Lighting
- Windows or doors (including construction of planter boxes)
- Sidewalks
- Brick cleaning and tuck-pointing
- Painting (Historical in Nature)
- Restoration or original architectural features
- Other improvements which are visible from the street and have a positive impact on the appearance of the building
- Rehabilitation of upper floor façade
- Rehabilitation of Interior front display areas, if the first floor improvement are approved

Eligible Improvement-New Construction

- Signage
- Graphics
- Parking
- Sidewalks
- Exterior Lighting

The rear and sides of commercial buildings that are visible from the street or sidewalk may also be eligible on a case-by-case basis. Professional, legal, design, and City permit fees may be included in the total storefront improvement cost.

All improvement must conform to all City of Newman Grove zoning and building code requirements, and are encouraged to follow basic design guidelines.

Approved applications of property owners or tenants will receive a grant equal to one-half of the cost of the work, up to maximum of \$5,000.00 per storefront, upon project completion. Owners or tenants of the buildings, which include two or more separate storefronts, may apply for grants of up to \$5,000.00 for each storefront subject to approval by the NGDC on a case-by-case basis. Owners are eligible for the facade improvement program one time per grant cycle.

Approved property owners or tenants have one year to complete the work detailed on the applicant's facade improvement program application. If the applicant cannot complete the work detailed on the application within one year, they have the ability to request one extension from NGDC to complete the work.

Ineligible Improvements

No facade rebate application will be considered if any portion of the improvements are started, constructed or completed before NGDC reviews and approves the rebate application. The following improvements are ineligible for rebates under the Façade Improvement Program

- Interior remodeling (except window display areas)
- Purchase of furnishings, equipment, or other personal property, which does not become a part of the real estate.
- Improvements completed or expense incurred prior to notification of approval and notice to begin construction from the NGDC
- In-kind labor (sweat equity) is not eligible for reimbursement and will not be considered toward total project cost.

Eligible Applicants

Only owners of commercial property within Newman Grove City limits are eligible to participate in the Facade Improvement Program. Those businesses who are tenants of commercial buildings are also eligible if the building owner's consent is shown in writing. Property use must be conforming to the respective zoning district as defined by the Zoning and Regulations of the City of Newman Grove.

Process

1. Application should be completed and submitted to the City Clerk. The Clerk will set up a meeting of the NGDC to review the application. If more applications are received than current-

funding levels can accommodate, the Committee will prioritize them on the basis of the date or receipt of the completed application.

2. Following review of the application by the NGDC, a letter of approval and Notice to proceed will be sent to the applicant by the City Clerk, along with any permits you may need to apply for, and an estimate of the reimbursement amount the applicant can expect to receive after completion of the project.
3. Once all permits are obtained, work can begin. (Most projects will not require a building permit)
4. The applicant will notify the City Clerk upon completion of the project and shall submit all invoices relative to the project for the certification. The NGDC will approve the work completed only for the original application design, once they have verified that the work is complete, they will recommend to the City Council to pay the claim. City claims are paid after the monthly council meeting on the second Thursday of each month.
5. Re-payment of the grant will not be necessary as long as the original applicant stays in business for three years after the grant money is received. If the business closes or is sold during this time, the NGDC reserves the right to seek up to 75% repayment of the grant on a case-by-case basis.
6. There will be a one-year waiting period per property after completion of project and grant payment by NGDC before applicant may apply for funds on another project at the same location.
7. Please ensure that all requested items have been included in your submission. It is important to provide the necessary documentation to avoid delays in the processing of your application or payment of grant.