

LOVELAND DOWNTOWN
PARTNERSHIP (LDP) &
DOWNTOWN DEVELOPMENT
AUTHORITY (DDA)

**2020 FAÇADE IMPROVEMENT –
REIMBURSEMENT PROGRAM**

Approved 12/15, Revised 08/01/2020

Façade Improvement – Reimbursement Program

MISSION OF THE DDA

To strengthen, develop and promote the economic well-being, safety and vitality of the Loveland Downtown District. As a self-governing agency of the City, the DDA facilitates, plans and executes development and capital improvement projects. We commit to fulfill our mission collaboratively, ethically and professionally, while preserving the unique and historic character of the District. (March 2016)

GOALS

- Promote/support private development
- Create an exciting, active and vibrant downtown
- Improve the diversity and attractiveness of the Downtown District
- Environmentally restorative, responsible & accountable
- Design and build circulation systems, minimize auto/pedestrian conflicts, maximize convenience
- Enhance and honor the historic character

FAÇADE REIMBURSEMENT PROGRAM

The Downtown Development Authority (DDA) Board of Directors authorizes funding, subject to availability and Board approval, to be used to encourage property owners within the DDA District to renovate the facades of their buildings. The program provides for a reimbursement of 50% of eligible project costs for the first \$25,000 of qualified investment, up to a maximum of \$12,500; and an additional 25% of eligible project costs, for project values exceeding \$25,000, not to exceed a total reimbursement of \$31,250.

Proposals are considered on a quarterly basis and evaluated based on the ability of the project to further the goals of the DDA. Funding is at the discretion of the DDA Board. The funding may only be used on eligible facades that are adjacent to or visible from public rights of way such as a street or alley way, typically to create façade features that would be infeasible without DDA funding and for which the DDA is able to secure an interest therein.

HOW TO APPLY

A. Timeline:

Applications will be accepted and reviewed on a first come, first served basis.

All submitted applications will be reviewed by the Downtown Development Authority (DDA) and the Loveland Downtown Partnership (LDP) Staff and Board of Directors.

B. Meeting with Staff:

Applicants must meet with DDA Staff AT LEAST prior to their project submission. Although Staff are available to assist with assembling the required information, the applicant MUST provide all the following to be considered by the Boards:

1. A completed application. The initial application brief sheet, as well as a sample application, is attached to this document.
2. A narrative describing the project. The narrative should address the following topics:
 - a. A brief history of the site/building
 - b. A line item description of the work proposed
 - c. Responses to how the proposed project meets each of the requirements listed below in "EVALUATION CRITERIA"
 - d. An amount specific funding request
3. Current photo(s) of the property and, if applicable, historic photos.
4. Color façade elevation drawings (developed by a licensed professional architect) , which must include the following
 - a. Street address, façade direction, scale, and major dimensions
 - i. Plans **must** be drawn to a measurable architectural scale
 - b. Proposed architectural materials (clearly denote)
 - c. Proposed color scheme
 - i. Illustrated on the drawings and a simple color board
 - ii. **Actual colors, not computer printouts**
 - d. All proposed work clearly labeled and defined
 - e. Height of adjacent properties noted
 - f. Location of fire sprinkler hookup, as well as any and all associated signage and attendant strobe lighting.

- g. Proposed tenant signage size and location
 - i. **Signage costs are not eligible for reimbursement under the program**
- h. Exterior architectural lighting
- i. Exterior furnishings (patios, fencing, landscaping, water features, etc.)
 - i. NOTE: Some exterior furnishings are eligible for reimbursement (patios, fencing), while some are not (i.e. landscaping, most water features); See the “Eligible Costs” breakdown in section B.5.b.

5. A detailed cost breakdown of the proposed façade improvements prepared by the design architect and/or contractor.

NOTE: Once the Façade Program Subcommittee has begun consideration of a submitted application, all costs and projections submitted are considered final. Any modification to those costs, or the addition of new costs, may invalidate consideration of the application for the specified quarter, and require it to be resubmitted at a later date. Once approved by the Façade Subcommittee, and the LDP and DDA Boards, **all elements outlined within the application must be completed within the costs specified; approved applicants should not expect additional reimbursement to cover cost overruns.** Applicants are expected to do sufficient preparatory work to ensure that they are able to complete the work outlined in their application within the costs specified.

- a. **Eligible Costs:** To ensure that the funds distributed through the Façade Improvement Program promote long term improvements, the DDA only reimburses costs that are directly associated with work proposed on the façade(s). These may include:
 - i. Applicable deconstruction and construction activities including tools and equipment;
 - ii. Materials and labor for facades;
 - iii. Replacement/repairs of doors and windows;
 - iv. Restoration of historic materials, brick masonry, façade lighting fixtures, etc.
- b. Eligible costs may also include General Contractor’s general conditions, and soft costs such as architectural, structural, electrical, or mechanical design fees, construction site amenities, survey and staking, traffic controls, and profit and overhead. DDA funding for soft costs may not exceed fifteen percent (15%) of total project costs.
- c. The DDA typically **does not** reimburse on costs associated with signage, landscaping, or other features that might be

- changed/removed should the property change tenants.
- d. The investment from the DDA **may not** include any interior work, taxes, fees, permits, or insurance.

Staff will advise the applicant whether their initial submittal is complete or if other information is needed for Board consideration. Staff will schedule the project for an upcoming Board meeting if the proposal is complete.

Upon approval by DDA staff, applicant must provide a digital copy (.pdf) plus color paper copies of the packet submittal to the DDA offices, on or before the quarterly due date for applications.

C. Attendance by Owner and Representatives

The project owner (or authorized representative) and project architect will be required to present their application to the DDA Façade Subcommittee, to highlight the required components of their application, as well as answer questions and receive feedback. All applicants the Subcommittee selects to move forward will be required to make an abbreviated presentation (5-10 minutes) to the DDA Board at their scheduled monthly meeting (typically held the second Tuesdays of every month). Both presentations should outline the key aspects of the project within the context of the downtown environment. Please note that Board members will receive the application and documentation in advance of the Board meeting and will be familiar with the details of the project.

D. Evaluation Criteria

1. Properties that have received prior DDA façade reimbursement or tax increment investment for façade improvements are **not** eligible for this reimbursement program for the same façade, **except** for buildings that are designated as historic landmarks on the National, State or local register.
2. A historic landmark building with a previous tax increment investment is eligible to receive a façade reimbursement if requested reimbursement funds are used solely for rehabilitation or preservation of historic materials such as stone, brick masonry, doors and windows (no routine maintenance expenses such as re-

painting will be accepted); and it has been at least 10 years since execution of the previous TIF investment agreement.

3. Properties with more than one façade adjacent to or visible from a public right-of-way (includes roads and alleys) are eligible for façade reimbursement money on facades other than the façade that has already been funded by the DDA.
4. The DDA Board will look specifically at the following criteria in its evaluation of submittals:
 - a) **Totality of Project:** Although applicants may choose not to seek reimbursement on all costs deemed eligible by the program (i.e. an applicant may choose to omit an eligible façade cost from their application), the DDA/LDP Boards will be evaluating proposals based upon all planned elements, and the expected final version of all public facing facades must be presented for Board consideration during the initial application review. All façade elements, whether shown on the final application or not, will be evaluated prior to reimbursement. Should the final facades be substantially different than what was presented/finalized in the contract, the DDA/LDP reserves the right to withhold funding.
 - b) **Quality of materials:** The DDA strongly encourages the use of real or authentic building materials in the construction of the facade. For example, real stone not faux stone, real brick masonry, and true cementitious stucco, rather than an EIFS-type system.
 - c) **Pedestrian friendly street presentation:** The façade should be designed and scaled so that pedestrians enjoy passing the building and looking at and into it. Blank façade walls with minimal articulation and limited variation in materials are not acceptable.
 - d) **Timeless design:** The design should be of such quality and appeal that 100 years from now the building will have historic relevance and interest to the general public. Creative, bold, contemporary design is acceptable if it is timeless in quality. The DDA discourages facades that will lose appeal after five or ten years.

- e) **Sensitivity to the historic fabric of the building and immediate environs:**
 The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings downtown may require review/approval by the Loveland Historic Preservation Commission (HPC). All landmark buildings must receive HPC approval of the proposed façade changes prior to being scheduled with the DDA Board.

- f) **Green building principles:** Although green building practices may not always have much application in a façade improvement, the DDA actively encourages these practices wherever possible. The DDA Board looks for green building principles that meet or exceed the City of Loveland’s adopted code minimums, certifying the construction through the U. S. Green Building Council’s LEED rating program, Energy Star, Sustainable Sites Initiative or through an equivalent green building rating system such as the International Green Construction Code or Green Globes.

- g) **Deconstruction:** The DDA Board requires contractor documentation of deconstruction methods that achieve the goal of minimizing construction and demolition waste from entering the landfill.

- h) **Funding Disclosure:** The DDA Board requires all established and potential funding sources relevant to the facade to be fully disclosed upon the initial meeting with the Façade Subcommittee. Should the applicant receive third party funding for elements otherwise covered under their Façade Improvement Application (e.g. Mural Program grants from Loveland’s Visual Arts Committee), they are required to immediately inform DDA Staff. The DDA reserves the right to modify its final reimbursement upon disclosure of such additional funding sources.

- i) **Fidelity to Submission Requirements:** The DDA Board reserves the right to refuse applications which do not strictly adhere to the above submission and schedule requirements, and/or give preference to applicants who have not so adhered.

WHAT HAPPENS AFTER APPROVAL

- A. Meeting Schedule.** To ensure that the public funds dedicated to each façade project are spent in accordance with the designs and plans presented to and accepted by DDA and LDP, applicants will be required to meet with Staff regularly throughout the project lifecycle. The schedule for these meetings will be determined with the applicant after their contract has been finalized, but, at the very least, applicants should expect the following:
- a. **Initial Follow Up:** Within 2-3 weeks of approval, meeting with applicant, and general contractor to finalize expectations and schedule requirements
 - b. **Throughout Permitting Process:** DDA Staff will be present during or privy to all meetings with City staff regarding Building and Permitting requirements
 - i. DDA Staff must be made immediately aware should the City or applicant determine that substantial changes are to be made to the façade design as accepted by the DDA/LDP. APPROVAL BY DEVELOPMENT SERVICES, OR ANY OTHER CITY/PRIVATE ENTITY, DOES NOT CONSTITUTE DDA/LDP APPROVAL.
 - c. **During Certification Inspection:** As the project begins to go through it's certificate of completion/occupancy, DDA Staff will be present to verify that all work was completed as scoped through the accepted application.

Failure to complete the façade(s) as presented and approved by the DDA may jeopardize all or a portion of the approved reimbursement. **Modifications to the approved drawings must be reviewed and approved by the DDA.**

- B. Extension.** If the DDA Board approves a reimbursement, the commitment is valid for one (1) calendar year from the date of the approval. The project owner or authorized representative may request from the Board of Directors one 12-month extension of the commitment. The extension request submitted to the DDA Executive Director, describing the reason for the delay, must be submitted in time to be considered by the Board at a regular monthly meeting held prior to the expiration of the commitment term, which at the latest would be 10 business days prior to the date of the regular monthly meeting scheduled to occur in the final month of the commitment. If granted, construction on the project must commence within the 12-month extension period or the DDA commitment will expire. If the project owner or authorized representative fails to make an extension request prior to the expiration of the commitment term, or is unable to commence construction on the project after being granted a 12-month extension, a new project proposal will need to be presented to the Board for consideration. This new proposal may be the same as the original or modified.
- C. Project Commitment.** A meeting with the DDA staff and the project owner or authorized representative will be necessary after the board approves the reimbursement investment. Staff will prepare a notebook detailing all of the steps necessary for the project to receive the funds. At this meeting the DDA will provide to the applicant the enclosed **Project Commitment**, which will outline the

project and act as the legal commitment between the two parties, until the **Façade Agreement** is finalized and signed.

- D. **Promotion.** The applicant must agree to allow the DDA to promote its involvement in the façade rehabilitation by allowing signage to be placed at an agreed upon location on the building during construction. The applicant must also agree to co-host a ribbon cutting upon completion of the project for community and media awareness.
 - a. Upon completion of the façade and reimbursement to the applicant, the DDA reserves the right to display a placard describing its contribution to the project on site, for the duration of the Façade Easement. See "**Façade Agreement / Grant of Easement**"

- E. **Façade Agreement / Grant of Easement.** Upon completion of the project and submission of all DDA requirements for project reimbursement a **Façade Agreement** and **Grant of Easement for Facades** will be drafted by DDA legal counsel. The easement terms are based on the value of the DDA funding commitment. The easement is passive: It requires the owner to maintain the façade, receive DDA approval for subsequent changes, and it gives the DDA the ability to make repairs and lien the property if the façade is not maintained to the standards of the accepted exhibits.
 - 1. Terms of the agreement and easement are typically based on the following schedule:

| <u>Project Cost</u> | <u>Easement Period</u> |
|----------------------------|-------------------------------|
| From \$1 to \$25,000 | 5 years |
| From \$25,001 to \$50,000 | 10 years |
| From \$50,001 to \$100,000 | 15 years |

DDA funds will not be released until construction is 100 percent complete and all DDA requirements for project reimbursement are satisfied per included Closing Instructions.

Façade Monitoring Program

The Façade Agreement with the DDA, obligates property owners to maintain the improvements in substantially the same condition as existed at the time of the completion of the project, until the end of the easement term. In order to ensure that the DDA investments in these facades are being properly maintained, the DDA has established the **Façade Monitoring Program**. Under this program, properties are inspected every other year to determine if the maintenance obligations of the building owners are being met, if changes have been made to the facades without DDA approval and to create a benchmark for future monitoring.

The protocol adopted by the DDA board is as follows:

- Inspect only those properties that have an active easement
- Determine if the façade has been changed since completion or last inspection
- Determine if there are any maintenance issues that need to be corrected

Notification to the Property Owner will follow the following steps:

1. First Notification:

- Explain the Façade Monitoring process
- Remind the owner of their obligation to maintain the façade
- Document the findings of the inspection (including photos)
- Ask that corrections be made within four (4) weeks
- Call owner two (2) or three (3) weeks after sending letter for a follow-up

2. Second Notification:

- Sent as a certified letter to the property owner
- Requires demonstrable action by the owner within fourteen (14) days
- Include a section from the Grant of Easement that states:
 - Owner must maintain the façade per the reimbursement Agreement
 - If not, DDA may complete the work
 - DDA will assess the cost against the owner and lien the property
- Call or visit the owner before sending the 2nd notification

3. Third Notification:
 - Sent as a certified letter from legal counsel
 - Reference will be made to the two previous notifications
 - Will state that unless immediate action is taken to correct the outstanding issues, the DDA will have the work done with all costs assessed to the owner and a lien will be placed on the property
 - Call or visit the property owner before sending the 3rd notification letter

4. LIEN, PROCESS FOR PLACING LIEN ON PROPERTY THROUGH LARIMER COUNTY

5. LIEN RELEASE, assuming all known issues are remedied.



Letters of appreciation will be sent to those property owners who do not have maintenance issues, informing them that they passed inspection and thanking them for maintaining the facades.

will need to be presented to the Board for consideration. This new proposal may be the same as the original or modified.

5. If there is a change in project ownership, the continuation of this commitment requires notice to the DDA, and the Board may, at its sole discretion, require reconsideration of the DDA commitment.

6. If the funding is for a TIF project, a reduction in the private investment for taxable improvements as identified on the Larimer County Assessor tax increment worksheet, here declared at \$ _____ of more than ten percent (10%) requires reconsideration of the Authority's commitment by the Board of Directors.

7. For projects requiring execution of a façade agreement and grant of façade easement, the DDA requires the project owner or authorized representative to pay the costs of a simple title search or title insurance policy, as may be determined by the DDA, including mechanics lien coverage, and the Clerk and Recorder's fees for recording of the facade agreement and grant of facade easement, unless otherwise agreed. The DDA may select the preferred title company, and shall advise the applicant. Upon completion of the project, the property owner will be required to submit certain financial information to the DDA and if required to the title company, including, but not necessarily limited to, those items used in the evaluation in connection with the request for mechanic's lien coverage

8. This commitment is contingent upon the completed project being consistent in scope, use, and design with that presented to the Board at the time this commitment was made. If there is a change to the scope, use, and design from what was presented to the Board, the owners(s) must present such changes to the DDA staff before making changes to what was approved by the DDA Board. Failure to notify the DDA Executive Director may jeopardize funds. The Executive Director is authorized to make decisions regarding minor changes. Significant changes, as determined by the Executive Director, may require Board action.

9. This commitment is expressly contingent upon the fulfillment of all the terms of, acceptance of, and execution of an agreement between the Downtown Development Authority and the project owner(s).

10. For projects with off-site public improvements, constructed in whole or in part with DDA funds, this commitment is subject to provisions in the agreement that will be executed between the project owner and the DDA, which allow the DDA to receive third-party reimbursements for the public improvements it has funded in accordance with the reimbursement policies established by the City of Loveland.

DDA Commitment

\$ _____

Release of Funds

Release of funds is contingent upon owner submission of all DDA requirements for project reimbursement, including actual cost accounting of eligible materials with documentation; if appropriate – the evidence of certificate of completion or certificate of occupancy issued by City of Loveland; acceptance of public improvements within the rights-of-way by the City of Loveland, certificate of liability insurance and grant of façade easements by the owner, and where applicable, contractor documentation of deconstruction as a method for minimizing construction and demolition waste from entering the landfill.

The date of this commitment is: _____

Project Address: _____

Authorized Applicant Signature

Date

Printed Name

Downtown Development Authority (DDA)

Executive Director

Date

Printed Name

Project Evaluation and Funding Guidelines

THE LEVEL OF DDA FUNDING, IF ANY, IS AT THE DISCRETION OF THE BOARD OF DIRECTORS BUT SHOULD BE CONSISTENT WITH ITS ASSESSMENT OF HOW THE PROJECT OR PROPOSAL MEETS OR EXCEEDS THE CRITERIA LISTED BELOW. NOT ALL OF THE CRITERIA APPLY TO EVERY PROJECT OR PROPOSAL. EMPHASIS CAN CHANGE OVER TIME. DDA FUNDING MUST BE FOR QUALIFIED PUBLIC OR PUBLIC-RELATED IMPROVEMENTS.

The DDA Board will look specifically at the following criteria in its evaluation of submittals:

1. **Quality of materials:** The DDA strongly encourages the use of real or authentic building materials in the construction of the facade. For example, real stone not cast stone, real brick not brick veneer, and true cementitious stucco not an EIFS-type system.
2. **Pedestrian friendly street presentation:** The façade should be designed and scaled so that pedestrians enjoy passing the building and looking at and into it.
3. **Timeless design:** The design should be of such quality and appeal that 100 years from now the building will have historic relevance and interest to the general public. Creative, bold, contemporary design is acceptable if it is timeless. It is meant to discourage fads that will lose appeal after five or ten years.
4. **Sensitivity to the historic fabric of the building and immediate environs:** The DDA does not require historic rehabilitations but property owners should be aware that façade changes to some buildings downtown may require review/approval by the Loveland Historic Preservation Commission (HPC). All historic landmark buildings must receive HPC approval of proposed façade changes prior to being scheduled with the DDA Board.
5. **Green building principles:** Although green building practices may not always have much application to facades, the DDA actively encourages them, and they should be incorporated into the design wherever possible. The DDA

Board looks for green building principles that meet or exceed the City’s adopted code minimums, certifying the construction through the U. S. Green Building Council’s LEED rating program, Energy Star, Sustainable Sites Initiative or through an equivalent green building rating system such as the International Green Construction Code or Green Globes.

- 6. **Deconstruction:** The DDA Board wants to see contractor documentation of deconstruction with the goal of minimizing construction and demolition waste from entering the landfill.

FUNDING GUIDELINES

The Downtown Development Authority (DDA) Board of Directors authorizes funding, subject to availability and Board approval, to be used to encourage property owners within the DDA District to renovate the facades of their buildings. The program provides reimbursements of 50% of eligible project costs for the first \$25,000 of qualified investment, up to a maximum of \$12,500; and an additional 25% of eligible project costs, for project values exceeding \$25,000, not to exceed a total reimbursement of \$31,250.

Proposals are considered on a case-by-case basis and evaluated based on the ability of the project to further the goals of the DDA. Funding is at the discretion of the DDA Board. The funding may only be used on eligible facades that are adjacent to or visible from public rights of way such as a street or alley way, typically to create façade features that would be infeasible without DDA funding and for which the DDA is able to secure an interest therein.

Closing Instructions for Project Owners

The following are items you will need to submit to the DDA before the Project Agreement and Façade Easement documents can be finalized by the DDA's legal counsel, and before the DDA will release funds committed to your project.

While you are working on your project, you can submit the following:

- 1. Full name and address of the person or entity (and tax ID number) that owns the project.
- 2. If the project owner is a legal entity such as an LLC, LLP, etc. please provide a copy from the specific section of the Articles of Organization, Operating Agreement or Statement of Authorization that identifies the managing person(s) that has the authority to execute instruments, or bind the entity.
- 3. Statement that identifies the full legal description of the property as found on an officially recorded document by the Larimer County Clerk and Recorder. Make sure this statement reflects the legal description that will apply when your project is complete.

When you have completed your project, please notify the DDA Executive Director via email that construction is complete and submit the following:

- 4. Copy of Certificate of Occupancy or Certificate of Completion issued by the City of Loveland.
- 5. Detailed accounting of the actual costs of construction, prepared by your contractor or architect/designer, for items that are eligible for DDA reimbursement. The actual cost spreadsheet should be submitted in the same format, or as close as possible, and with the same level of detail as the estimate of costs that were presented in the proposal approved by the DDA Board. Copies of bills submitted to the contractor by sub-contractors shall also be submitted as proof of actual expenditure.

- 6. A site visit will be conducted by DDA staff to ensure that the project was constructed according to the design the DDA Board approved. Staff will email an inspection summary to the owner. A response to any issues raised will be needed.
- 7. Name and address of the entity (with Tax ID number) or person (with Social Security number) to be identified as the payee on the reimbursement check. (Please contact DDA staff if more than one payee.) Submit a W-9.
- 8. Copy of current year Certificate of Liability Insurance (Acord 25). This certificate should identify property and casualty minimum coverage limits equal to the full insurable value of the property and façade improvements, and general liability coverage in connection with the property and façade improvements in amounts equal to the maximum amount of recovery against public entities and employees under the Colorado Governmental Immunity Act (C.R.S. 24-10-101 et. Seq.) The certificate must also identify the Loveland LDP & the DDA, 350 North Cleveland Avenue, Loveland, CO 80537; and the City of Loveland, 500 E 3rd Street, Loveland, CO 80537, as additionally insured.
- 9. It is required that project owners cover expenses for the title search, and if required, for the title insurance premium, and Larimer County Clerk/Recorder recording fees for the agreement and façade easement. You will be notified in the days leading up to the final closing date of the amounts needed to cover these expenses.

If you have any questions about these instructions, please call the DDA Executive Director, Sean Hawkins at 970-699-2856. Please be aware that the drafting of the legal agreement may take between 6-8 weeks.

Administrative Review Practices for Building Alterations

Legal language in the DDA façade easements states that no alterations of the façade improvements, including alteration of or additions to the signage or canopies shall be made without express written approval of the DDA.

Staff initiates an administrative review when an owner notifies the DDA of proposed changes to ensure that the request is consistent with the historic character of the approved design or is compatible with the character of the redeveloped properties within the downtown and specific areas where it is located.

If staff has concerns about incompatible alterations, or the proposed alterations exceed simple modifications to the building, then staff is obligated to bring the proposal to the Board for review in a timely manner.

In the case of minor alterations, the decisions to approve the proposed changes rests with the administrative review by DDA staff.

Façade Reimbursement Program

APPLICATION

| | |
|--|---|
| DATE OF SUBMITTAL: | |
| TARGET DDA BOARD MEETING DATE: | |
| APPLICANT NAME (INCLUDE DBA): | |
| IS APPLICANT THE PROPERTY OWNER? | <u>YES</u> <input type="radio"/> <u>NO</u> <input type="radio"/> |
| ADDRESS (STREET, CITY, STATE, ZIP): | |
| PHONE: | <u>BUSINESS</u> <u>CELL</u> |
| EMAIL: | |
| PROPERTY OWNER NAME (IF DIFFERENT FROM APPLICANT) | |
| ADDRESS (STREET, CITY, STATE, ZIP) | |
| PHONE: | <u>BUSINESS</u> <u>CELL</u> |
| EMAIL: | |
| PROJECT PROPERTY ADDRESS | |

APPLICATION (con't)

| | |
|------------------------|-----------------------------|
| ARCHITECT NAME | |
| ADDRESS | |
| PHONE | <u>BUSINESS</u> <u>CELL</u> |
| EMAIL | |
| CONTRACTOR NAME | |
| ADDRESS | |
| PHONE | <u>BUSINESS</u> <u>CELL</u> |
| EMAIL | |

PROJECT TYPE:

- | | |
|--|---|
| <input type="radio"/> HISTORIC REHABILITATION <input type="radio"/> RESIDENTIAL <input type="radio"/> CORNER PROPERTY <input type="radio"/> ALLEY-FACING FAÇADE | <input type="radio"/> COMMERCIAL <input type="radio"/> COMMERCIAL AND RESIDENTIAL <input type="radio"/> STREET-FACING FAÇADE <input type="radio"/> STREET AND ALLEY-FACING FACADES |
|--|---|

TOTAL PROJECT IMPROVEMENT COSTS: \$ _____

TOTAL FAÇADE COSTS \$ _____
 (Please attach detailed cost break down on a separate page)

FAÇADE FUNDING REQUESTED FROM DDA: \$ _____

APPLICANT SIGNATURE

DATE

TITLE

PROPERTY OWNER SIGNATURE
 (If different than Applicant Signature)

DATE

TITLE