



## Facade Incentive Grant Program

*Downtown LaGrange Development Authority  
2015-2016*

The purpose of the Facade Incentive Grant Program is fourfold:

- I. To promote facade rehabilitation in the **DLDA** district;
- II. To preserve the unique character of the downtown's historic buildings;
- III. To encourage improvement to facades of non-historic structures; and
- IV. To encourage the use of quality materials in the rehabilitation of downtown properties.

Assistance is available for exterior facade improvements to front, side and rear facades, provided they face a public way, street, park, plaza, greenway, or parking area.

The amount of the matching funds will be determined by the DLDA Guidelines Committee based on the number of applications and the funds available. The money is in the form of a grant, not a loan, made available on a first come first served basis.

Currently, the DLDA is offering a grant equal to 50% of the actual improvement costs, not to exceed \$1,000.

### How to Submit: Step by Step

#### Before Construction Begins

- 1) Define the scope of the work proposed by written description, photographs and drawings. The description should include:
  - photographs of the existing façade condition.
  - plans drawn to scale or dimensioned, or renderings of the proposed improvements for any changes in appearance.
  - specifications outlining the scope of work and building materials
  - color samples and material samples
- 2) Include a price quote from a qualified contractor.
- 3) Submit design documentation with quote to the City of La Grange Office of License Permits. (including written permission of property owner if other than applicant)
- 4) Obtain a Certificate of Appropriateness from the LaGrange Historic Preservation Commission, if required.
- 5) Complete the Downtown La Grange Development Authority **Façade Incentive Grant Application Form** and submit it to the DLDA office at 200 Main Street, Suite 1B along with a copy of all documentation required in steps 1 through 4. Be sure the full scope of the work is described in detail, including all colors, material and methods of construction.

- 6) The Design Guidelines Committee will review completed applications at each monthly meeting (second Tuesday of the month). The Design Guidelines Committee will make a recommendation to the Downtown La Grange Development Authority Board of Directors which meets the second Tuesday of each month. The Board of Directors will notify the applicant in writing of the decision of the Board.

**General Guiding Principles:**

- I. Planned work should preserve the architectural integrity of the structure and restore if possible the original building façade.
- II. Planned work shall be in harmony with the Secretary of the Interior's Standards for Rehabilitation. You can find this aid at <http://www.cr.nps.gov/hps/TPS/tax/rhb/>
- III. Planned work must comply with all applicable City of LaGrange Ordinances and Building Codes and guidelines.
- IV. The surface cleaning of structures shall be done by the gentlest means possible. Sandblasting of facades is strictly prohibited.
- V. The size, color, and shape of all work (including signage) shall conform to the building's architecture and add to the historical character of the area.

**Application Guidelines:**

- A. The DLDA reserves the right, for any reason, to reject any or all applications and to negotiate changes in the proposed work.
- B. Grants are awarded on a "first come – first served" basis, subject to available funds, having met the requirements of the Historic Preservation Commission where applicable, and at the sole discretion of the Grant Committee.
- C. Only completed application packages received by the deadline will be reviewed. Incomplete packages will be returned. **The deadline for applications shall be the 25<sup>th</sup> day of each month.**
- D. The applicant is welcome to attend the DLDA Guidelines Committee meeting on the second Tuesday of each month at 9:30 AM, in the conference room at the Bank of America building.
- E. The Guidelines Committee shall state in writing the reasons for any denial or postponement of an application.
- F. Application shall be by property owner or tenant (with an attached letter of consent from property owner) and must be within the DLDA district.

**Applications shall be judged on the following criteria:**

1. The extent the overall proposed project advances the Guiding Principles herein.
2. The extent to which the project is compatible with the area's established character.
3. The impact of the project on the downtown streetscape.
4. The historical and architectural significance of the building.
5. The original condition of the building and the need for the proposed change.
6. The extent to which the original building features or significant modifications are preserved or enhanced.
7. The removal of unsightly or historically inappropriate alterations.
8. The prominence of the building.
9. The quality of the work proposed.
10. The unique qualities of the individual buildings and streetscape within the context of downtown.

**Reimbursement Terms:**

Grants shall be for a 50% reimbursement of monies spent on approved improvements; limited to \$1000 per business as defined by address in a twelve month period. Exceptions will be considered in the case of a “business change”.

**No work may be started by or on behalf of the applicant prior to the decision to make a grant award by the DLDA. Such beginnings shall disqualify that work from grant consideration.**

Work must begin within 90 days of the award date and be completed within six (6) months of the award date. Projects requiring variance from the established time standards shall be explained in writing in the initial application for grant and subject to DLDA approval. Extension can be granted on a case by case basis by request.

**Grant Reimbursements are issued upon:**

1. Satisfactory completion of the project with all work conforming to the plans and specifications submitted.
2. Receipt of completed project documentation (including receipts, invoices and cancelled checks) and site visit to confirm completion.
3. Compliance with all applicable municipal laws, ordinance, rules and regulations
4. The grantee must sign an affidavit stating that all bills have been paid before reimbursement will be issued.

**Eligibility Factors:**

Maximum cumulative grant awards of up to \$1,000 are allowed per business address in a twelve month period. Exceptions will be considered in the case of a “business change”.

**Eligible Work:**

Eligible work shall include, but not be limited to, the following exterior improvements: Storefronts, exterior lighting, canopies and awnings, parking lots and streetscapes, decorative architectural elements (eaves, cornices, brick patterning, etc), gutters and downspouts, window and display areas, exterior walls, back entrances within the DLDA district which front public spaces, masonry cleaning (except sand blasting which is prohibited), signs and graphics, painting, doors, restoration of original façade, replacement or uncovering of architectural features.

Work which is **ineligible** shall include, but not be limited to, roofs, general maintenance (other than painting), billboards, interior window coverings, security systems, non-permanent fixtures (except by special approval by the review committee).



## **Facade Incentive Grant Program**

*Downtown LaGrange Development Authority 2015-2016 Application*

1. Name of Applicant/Owner: \_\_\_\_\_
2. Name of Business: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Project Address: \_\_\_\_\_
6. Amount of Grant Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_
7. Brief Description of Business: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Proposed Date of Assistance: \_\_\_\_\_

The undersigned applicant(s) affirms that:

- a. The information submitted herein is true and accurate to the best of my (our) knowledge.
- b. I (we) have read and understand the conditions of the Downtown LaGrange Development Authority Facade Incentive Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Landlord (if applicable):

\_\_\_\_\_

Date: \_\_\_\_\_