

Town of Sellersburg

Façade Improvement Grant Request

The Town of Sellersburg Redevelopment Commission (RDC) wishes to partner with businesses and commercial property owners within certain districts in the Town of Sellersburg to support growth and investment within the community. The RDC's main objective for Façade Improvement Program is to encourage private investment in real estate within the following districts:

- Gateway Overlay District (GO)
- Downtown (DT)
- Town Center (TC)

The purpose is to support investment that promotes visual improvement, preservation, and economic vitality for the subject properties. The RDC is authorized to administer grants and loans as provided for by I.C. 36-7-14-12.2 (a)(26).

The Façade Improvement Grant program is funded through the Economic Redevelopment (RDC) or through such other means determined reasonable by the Town Council based on the specific application at the request of the RDC to the Town Council. Eligible projects include exterior general building and property improvements, for example: exterior painting or repairs, masonry repair and tuckpointing, exterior structural rehabilitation, roof replacement, windows/doors/storefronts, signage, awnings, and landscaping. Projects may include parking area surfacing/resurfacing and repair if this work is not the only work performed within the project.

Projects that encompass capital investments above and beyond general building/property improvements are encouraged and preferred. All improvements must comply with the Town of Sellersburg zoning and building regulations and be approved by the Town of Sellersburg Plan Commission and/or the Building Commissioner as required.

APPLICATION Property Owner: _____ Phone: _____

Company Name: _____

Property Address: _____

Email Address: _____

Description of Improvements:

Use additional paper/attachments if necessary.

Total estimated project cost: _____

Amount requested: _____

When will improvements start? _____ End? _____

How many employees are employed at this location? _____ # of New Jobs created: _____

The information given is true and accurate to the best of my knowledge. Furthermore, I give permission for use of the business name and photographs to be taken by CRC staff and/or volunteers for media purposes and will permit the use of promotional signs on property during construction phase.

Date: _____ Signature: _____

(OFFICE USE) Checklist Pre-Application:

- _____ Contact Information and address (including email)
- _____ Project description (See criteria #10), must include an architectural drawing or sketch and budget estimate
- _____ Three (3) cost estimates (material list and cost breakdown)
- _____ 'Before Construction' photograph(s)
- _____ Name and address of registered contractor (if applicable)
- _____ Confirmation of Planning and Zoning review/approval Copy of building permit (if applicable)
- _____ Application/Processing fee (\$150.00)
- _____ Submit completed application to Town of Sellersburg Redevelopment Commission along with an application/processing fee in the amount of \$150.00. Please call if you have any questions.

It is the applicant's responsibility to complete the application and provide all supporting documentation at least ten (10) days prior to the Redevelopment Commission meeting in which the application will be considered. The applicant shall attend the Redevelopment Commission meeting and be prepared to present its project and answer any questions. The Redevelopment Commission reserves the right to reject or table any incomplete or untimely applications. The application must be submitted and approved by the Redevelopment Commission prior to any project work is performed. Any application made after the commencement of project work shall not be considered by the Redevelopment Commission.

Date Received: _____ RDC Meeting Date: _____

Amount Approved, up to but not to exceed: \$ _____

Notes: _____

(OFFICE USE) Post-Application:

- _____ Receipts (Itemized)/Cancelled Checks
- _____ 'Post Construction' Photograph(s)
- _____ Final Inspection by Town of Sellersburg Planning and Zoning and/or Building and Code Enforcement

Final amount to be administered: \$ _____*

*This amount is half of the total cost of the project approved by the RDC.

FAÇADE IMPROVEMENT PROGRAM: PROGRAM GUIDELINES

- 1) TOS Redevelopment Commission (RDC) will reimburse 50% of project costs, up to a maximum of \$10,000 per pre-approved project. RDC reserves the right to award grants in amounts less than 50% of project costs for any reason, including availability of funds, aesthetic value of the project, or any other reason at their sole discretion.
- 2) Application must be approved in writing before work begins. There is a non-refundable application/processing fee in the amount of \$150.00.
- 3) Two cost estimates must accompany each application along with a “before” photograph. Estimates must include a materials/products list and labor cost breakdown. Material boards and color sample examples may be requested as well. Owner makes selection of contractor.
- 4) If a permit is required, only a contractor registered with the Town can perform the construction work.
- 5) RDC will rebate the business/property owner after work is completed and a final bill with copies of receipts is submitted and/or copies of a cancelled check(s) for applicant’s portion is provided. An “after” photograph must also be submitted.
- 6) All work must be completed and funded within six (6) months of application approval, with a three (3) month extension available by request for good cause shown.
- 7) A building owner or a family member may do the work related to the proposed project. However, if this is the case, two independent estimates plus one from the owner or family member must be submitted with the application.
- 8) Lessee must submit notarized permission from property owner to participate in program.
- 9) RDC reserves the right to use its collective judgment in consideration of any application and may reject any application on the grounds that it does not fit the intent of the program.
- 10) If demand exceeds funds, projects may be ranked using criteria such as (but not limited to) the following:
 - First time applicant
 - Enhancement of aesthetic appeal to property and neighborhood
 - Enhancement of economic development within the Town
 - Structural vs. cosmetic improvements
 - Enhancement of positive Sellersburg image
 - Number of new jobs created
 - Elimination of health or safety hazard
 - Location of property
 - Financial need
 - Size of investment
 - Enhancement of neighborhood property
- 11) A maximum of \$10,000 per business, per site will be allowed annually. Two applications per owner, per calendar year may be considered on a case-by-case basis. Projects that include the construction of a new business/building shall not be considered. The program only applies to improvements made to existing properties and structures.
- 12) The following costs are reimbursable up to a maximum of \$3,000 each:
 - Business Signage
- 13) The guidelines contained herein do not necessarily comprise a complete list. Additional guidelines and requirements may be added at any time.
- 14) All projects must meet building code, ADA, zoning, and other legal requirements.
- 15) Failure to meet code requirements or to cooperate with building/site inspections may cause forfeiture of grant.