



Dewey Street, Looking North

## PROGRAM GUIDELINES AND APPLICATION PROCESS

Aiming to revitalize and sustain the economic vitality of North Platte's downtown commercial district through façade design

Revised November 2017

## **PROGRAM INTENT**

The City of North Platte's Façade Improvement Grant Program encourages direct investments in the exterior appearance of downtown buildings by offering financial incentives to building owners and/or tenants to renovate or restore their historic facades.

Downtown North Platte is the focal point of the community and home to government services, shopping, and restaurants. The economic health, whether perceived or actual, plays a large part in the *impression* people have of the downtown.

Visible investments to commercial properties in downtown not only improves residents' and visitors' perceptions of the area, they also spur improvements to neighboring buildings and businesses. These improvements attract new businesses, helping increase commerce and jobs while setting the stage for new development opportunities.

The success of North Platte's Façade Improvement Grant Program is dependent on the level of private sector commitment. Merchants, building owners, residents, professionals and investors must work together to improve the image and operations of their business in addition to improving the physical condition of their buildings.

## **ELIGIBLE PROPERTIES**

The eligible area includes commercial properties that are aged fifty years or older within the boundaries of 1<sup>st</sup> Street to 13<sup>th</sup> Street and from North Vine to North Walnut Street.

## **ELIGIBLE APPLICANTS**

Tenants and business owners are encouraged to apply for assistance even if they do not have an ownership interest in the building. The tenant/applicant must receive written permission from the property owner to be submitted with their application. The property owner and tenant may both apply for funding for separate work on the same building. For example, the building owner may wish to replace windows, while the tenant may wish to replace signage.

## **ELIGIBLE FAÇADE IMPROVEMENTS**

- Removal of materials which cover original architectural details
- Repair and/or replacement of original architectural details
- Replacement of original architectural details
- Restoration of brickwork, wood, masonry
- Window/door repair or replacement including window framing (must match original size, style and scale)

- Repainting and repair of façade
- Exterior lighting
- Visible Roofing, gutters and downspouts (Roofs: a maximum of \$5,000 for roofs which must correspond with a façade improvement of equal value)
- Signage: Up to \$1,000 can be used towards signage (must comply with City of North Platte Sign Ordinance)
- Architectural and engineering fees: up to 10% of the project or a maximum of \$2,000
- ADA Accessibility: as long as it pertains to the storefront
- Building Permit Fees: those that relate to the grant funded portion of the façade project

### **INELIGIBLE IMPROVEMENTS**

- Improvements made prior to grant approval
- Painting unpainted brick
- Residential properties
- Interior improvements
- Removal of architecturally significant features
- Sweat equity (payments for applicant's own labor)
- Structural foundation repairs
- Building expansion
- Billboards
- Security Systems
- Interior window coverings
- Non-permanent fixtures (e.g. potted plants, flower boxes, benches, statues, etc)
- Landscaping
- Fencing
- Paving
- Equipment and personal property
- Any improvements not seen from the public right-of-way
- Business operations
- Non-visible roofing
- Property acquisition
- Working capital
- New construction
- Refinancing debt

### **ELIGIBILITY REQUIREMENTS**

- The majority of the work must be done on a street facing front or side of an existing building

- All work must comply with City, State and Federal regulations and codes. Applicants will be responsible for obtaining all necessary regulatory approvals and permits, including but not limited to: building permit and Certificate of Approval (COA) from Historic Preservation Commission.
- The applicant and property owner must not have pending litigation against the City North Platte
- If the applicant is a tenant, a notarized letter of permission from the property owner is required
- All applicants must be up to date on all property taxes and City accounts
- Any applicant who received approval for grant funds but who finished the project without proper City approvals will not be eligible to receive funds.

*The applicant must be notified that their improvements have been approved by the City of North Platte Historic Preservation Commission prior to proposed project being started. (See Process)*

## **GRANT AMOUNTS**

The City of North Platte’s Façade Improvement Grant will provide a “dollar for dollar” (\$1 for \$1) match up to a maximum grant award on a single project of \$10,000. For example, a grant could be used to pay for \$1,500 of a \$3,000 project or \$10,000 of a \$30,000 project. Facades wider than forty-four (44) feet or taller than two stories may be eligible for larger sums (not to exceed \$20,000 if determined to be significant and appropriate in the sole opinion of the North Platte Historic Preservation Commission. Corner properties and properties with two facades visible from public thoroughfares may be eligible for additional funding. Please indicate this on the application.

## **APPLICATION REVIEW AND APPROVAL PROCESS**

- Applications can be obtained from the City of North Platte Planning and Zoning office: 211 West 3rd Street or downloaded from <http://www.ci.north-platte.ne.us/>
- A completed application should include:
- A photograph of the property showing the area(s) for improvement
- Conceptual design drawings in color and cost estimates of the proposed improvements.
- An informal meeting is conducted with the North Platte Historic Preservation Commission (NPHPC) staff to determine whether a property owner is eligible

to apply for the façade grant. This is merely a verbal discussion for the applicant to discuss their intentions and to review the process with staff.

- If eligible, a preliminary meeting will be scheduled with the NPHPC to discuss the applicant's proposed concept drawings for improvements.
- Submit final drawings and project narrative along with the complete application, contact the NPHPC staff to schedule a meeting to discuss the final design. Please bring the application, all quotes from contractors and all supporting documentation including:
  - A detailed description of the proposed improvements, supporting materials such as drawings or other materials which accurately represent the scope and intent of the project improvements and a detailed line-item budget.
  - An Affidavit signed by both the applicant (and property owner if different) which states: The applicant and property owner do not have pending litigation against the City of North Platte.
  - A notarized letter of permission from the property owner (if applicant is not the property owner) along with proof of legitimate ownership.
  - Documentation stating the applicant and property owner is not delinquent on any debts to the City of North Platte
- The NPHPC will review the application to verify that the proposed improvements meet the intent of the Design Guidelines
- The applicant will be contacted in writing stating whether the application has been approved, the application has been denied or additional information is needed before a ruling can be made.
- Once approved, the applicant will be required to enter into a Grant Agreement with NPHPC
- Arrange for two to three bids to be given for the work being done along with a time table for completion
- If approved, work must begin within 180 days from the date of the grant approval letter and must be completed within 12 months from the date of the grant approval letter. Any modifications to the original design must be brought to the attention of Judy Clark, City of North Platte Planning Administrator. For example, if you remove old siding and discover that what was envisioned underneath is not there or no longer feasible to use and a new approach must be taken, then immediately contact Judy Clark, City of North

Platte Planning Administrator. Designs that deviate from the original without prior approval risk their reimbursement.

- The City of North Platte Historic Preservation Commission (NPHPC) staff member will review the application for completeness and eligibility, and arrange for the applicant to meet with the HPC.
- The HPC will review the application to verify that the proposed improvements meet the intent of the Design Guidelines.
- All improvements are to be approved by the NPHPC. The City of North Platte will contact the applicant in writing stating whether the application has been approved, the application has been denied or additional information is needed before a ruling can be made.
- Once approved, the applicant will be required to enter into a Grant Agreement with the City of North Platte.
- Upon completion of the project, and prior to grant money disbursement, the applicant shall schedule an onsite inspection with the NPHPC and/or NPHPC Staff to verify the project has been completed in accordance with the Design Guidelines and as outlined in the Grant Agreement.

## **REIMBURSEMENT PROCESS**

The applicant must provide the following documents for reimbursement:

- When all work is complete and all contactors and professional services are paid in full, please forward receipts and cancelled checks for the completed work to Judy Clark, City of North Platte Planning Administrator for payment.
- Provide proof that all contractors have been paid in full by the applicant for the portions of the project the applicant is seeking reimbursement for. This proof must be a final invoice marked "Paid in Full" and a copy of check(s) made payable to the contractor(s).
- A waiver of lien signed by each contractor who has completed the work.
- A Statement of Satisfaction Form signed by the applicant.

- Provide a Certificate of Completion or, if required, a Certificate of Occupancy which states that improvements have passed final inspection and meet all City of North Platte code requirements.
- As stated in the Grant Agreement, the Grant Recipient agrees to allow the City to reserve the right to conduct a Ribbon Cutting Ceremony or other media event within 30 days of project completion.
- If the building owner or tenant is proposing to do the improvements themselves, the Façade Grant Program will reimburse for **materials only**, and owner or tenant must submit estimates of material prices. If the building owner is a professional contractor, only materials and labor costs for improvements completed by *subcontractors* will be reimbursed provided an invoice is submitted

Once all information and receipts are submitted, and prior to any funds being released, the applicant will arrange for a site visit to inspect that the work has been completed as per the original application. Upon completion of the project, and prior to grant money disbursement, the applicant shall schedule an onsite inspection with the North Platte Historic Preservation Commission to verify the project has been completed in accordance with the Design Guidelines and as outlined in the Grant Agreement.

***If facade improvements begin prior to Grant funding approval, you may not be eligible for the Grant.***

**Additional Information:**

- Please note that all grant funded improvements must be permanent and fixed in type or nature.
- Improvements must meet all City of North Platte code requirements including zoning, building and safety codes.
- Facade improvements must be consistent with the North Platte Design Guidelines, available from North Platte Historic Preservation Commission. *All facade projects will be evaluated in light of these guidelines. Therefore, it is strongly recommended that careful review of the guidelines be conducted prior to making application.*
- If the building owner or tenant is proposing to do the improvements themselves, the Façade Grant Program will reimburse for materials only, and owner or tenant must submit estimates of material prices. If the building owner is a professional contractor, only materials and labor costs for improvements completed by *subcontractors* will be reimbursed provided an invoice is submitted
- Any applications made on the same property by the same person or entity must be at least three years apart from completion of the project
- Façade grant funds cannot be used to correct property damaged by collision, acts of nature or other occurrences that are covered by insurance
- The owner will maintain the building and all new façade improvements to the building for a five-year period. During this period any proposed changes to the façade including tenant signage on the building or windows will need to be approved by the NPHPC
- Grant applications are accepted on an ongoing basis as funds allow
- Funds are available on a first-come first-serve basis

### **Application Checklist**

- Photographs of current condition of site and structures
- Conceptual renderings of proposed façade improvements in color
- A detailed outline of all proposed improvements with cost estimate
- Applicant acknowledges that the property to be improved does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind
- If the Applicant is not the building owner, a notarized permission statement must be included with the completed application
- Completed Application

The Historic Preservation Commission meets monthly on the second Monday. Applications must be received by the 25<sup>th</sup> of the month in order to be reviewed the following month by the Historic Preservation Commission.

## City of North Platte Facade Improvement Grant Program Application

Date Submitted \_\_\_\_\_ Approx. Start Date: \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_  Building Owner  Business Owner

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_

Business \_\_\_\_\_

Building Size (front footage/linear foot) \_\_\_\_\_ Number of Stories \_\_\_\_\_

### Project Description

Please provide a detailed description of the proposed project (provide additional pages as needed).

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Please provide supplemental information as required to thoroughly describe the proposed project:

Photographs  Drawings  Product Information  Samples  \_\_\_\_\_

### Project Cost

Please provide the project costs and attach estimates from contractors and suppliers.

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date reviewed \_\_\_\_\_  Approved  Denied  Deferred \_\_\_\_\_