



ZIONSVILLE

FOR ALL THE RIGHT REASONS

FAÇADE GRANT PROGRAM PROGRAM SUMMARY



September 2010

FAÇADE GRANT PROGRAM

Table of Contents

Grant Opportunities for Building Owners (the why)

Grant Program Summary
Program Objectives

Four Step Process
Timeline/Checklist

Grant Procedures (the how)

Grant Approval and Dispersal Procedures
Eligibility & Boundaries

Grant Details for Building Owners (the minutiae) (addendum)

Architectural Facade Design Guidelines
Application

Appendices:

Application

Façade Design Guidelines

Project Completion Form



FAÇADE GRANT PROGRAM

GRANT PROGRAM SUMMARY

The Zionsville Architectural Review Committee has a \$50,000 annual budget. The purpose of the program is to offer monies to property owners in the downtown village business district as an incentive to rehabilitate their building facades. This money comes from the Food & Beverage Tax and is specifically earmarked for downtown improvements.

The façade grant program provides for up matching grants of **up to 40%** of the project cost for qualifying projects with **no maximum cap**.

The Zionsville Architectural Review Committee has been established by the Town Council to administer the program. The committee will administer the program as summarized in the Four Step Process document and in accordance with the Architectural Façade Design Guidelines. Final determination of eligibility shall rest with the Zionsville Architectural Review Committee.

Eligibility for the program should initially meet three criteria:

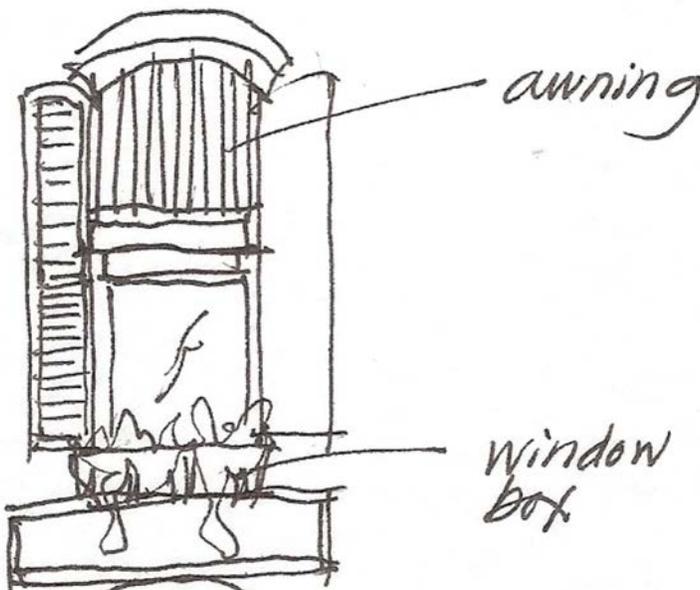
- The rehabilitation project property must be in or contiguous to the Zionsville Village Business District.
- The rehabilitation project must be visible from a public way.
- The rehabilitation project must contribute to the character of the building as well as the character of the Town of Zionsville Business District.



FAÇADE GRANT PROGRAM

GRANT PROGRAM OBJECTIVES

- Stimulate Zionsville Village Business District investment through rehabilitation of commercial buildings by offering financial and limited technical assistance for façade improvements.
- Maintain and expand the contribution of the Zionsville Business District to Zionsville's economy by providing a pleasing aesthetic for the downtown district that attracts new businesses and consumers.
- Promote architectural appreciation through rehabilitation of Zionsville Village Business District properties using practices that conserve the existing building stock and encourage the enhancement of historic or distinct architectural features.
- Encourage and help initiate aesthetic improvements by assisting with the cost of rehabilitation of an existing and/or new infill façade.



FAÇADE GRANT PROGRAM

GRANT PROGRAM FOUR STEP PROCESS

The four-step process helps summarize the Zionsville Downtown Façade Rehabilitation Grant program administered by the Zionsville Architectural Review Committee (ZARC).

1) **Application**

Information and an application for the rehabilitation program may be obtained from the Department of Planning & Building at the Zionsville Town Hall, 1100 W. Oak Street, Zionsville, IN 46077. Information, including the application, may also be found at www.zionsville-in.gov. Upon its completion, the application may be returned to the Department of Planning & Building.

2) **Review / Approval**

The application will be reviewed by the ZARC. See the ZARC Grant documents for detailed requirements and the distribution of funding.

3) **Confirmation**

Upon review and approval, ZARC will notify the applicant that the project may proceed. Visits will be arranged throughout the project process to maintain fidelity to the plan.

4) **Execution / Payment**

Once the project is deemed completed, the owner/tenant will contact the Department of Planning & Building and will fill out the project completion form. Receipts for project costs must be presented at this time. Members of ZARC will then inspect and review the project to ensure that the rehabilitation was completed as approved. After inspection and upon final approval, the Director of Planning & Building will request the Zionsville Clerk-Treasurer to disburse the applicable funds at next available funds release date.



FAÇADE GRANT PROGRAM

APPLICATION CHECKLIST

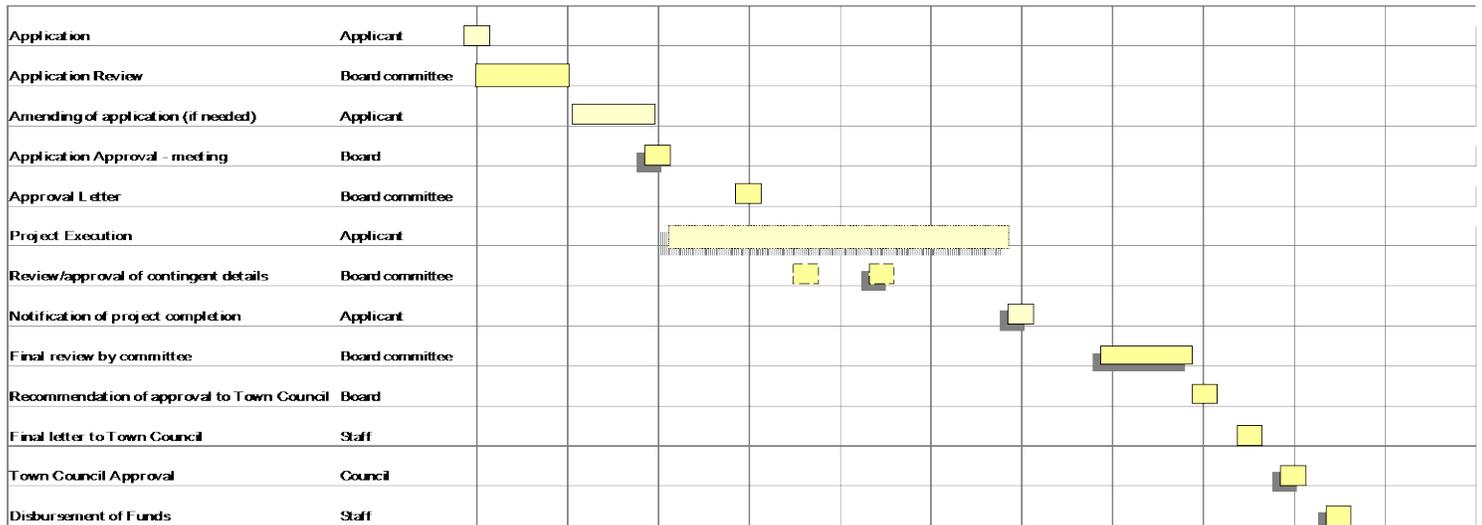
- Complete and Submit Application
- Get Quotes for Grant-Appropriate Portions of the Project
- Get Materials Samples Where Possible
- Review Application with a Committee Representative
- Meet on the Building Site with an Architect/Member of Committee
- Perhaps Get More Quotes and Material Samples
- Present the Project to the ZARC Committee for Approval

PROJECT TIMELINE FOR GRANT PROGRAM

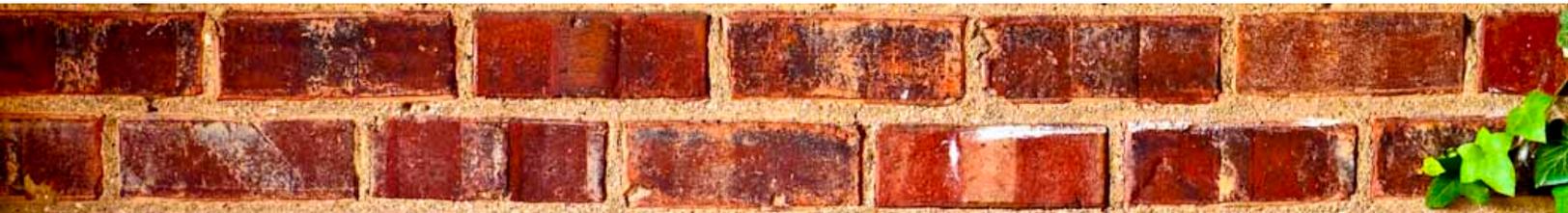
Zionsville Architectural Review Committee

Successful Project Application and Project Flow Chart

Preliminary and Deliberative



C:\Documents and Settings\dave\My Documents\ZARC\Timeline.xls
1 of 1



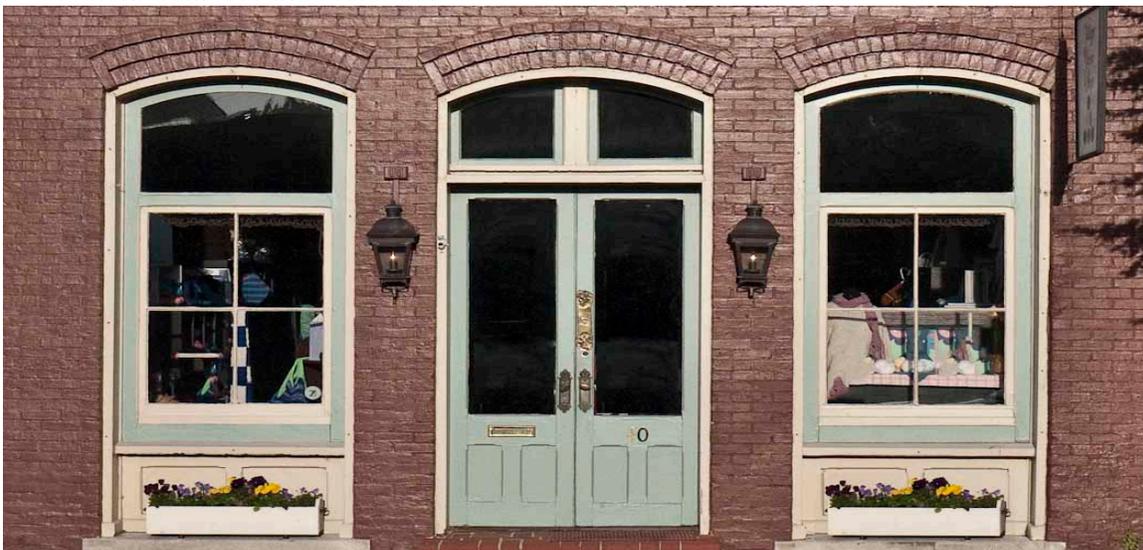
FAÇADE GRANT PROGRAM

GRANT APPROVAL AND DISPERSAL PROCEDURES

1. Grant inquiries should be directed to the Zionsville Director of Planning and Building.
2. The Director will send the Application Letter, Application, and Guideline to interested applicants.
3. Application Fee: \$50.00 (due at filing).
4. Returned Grant Applications will be copied and distributed to members of the Façade Review Committee for review (inspection of property and if deemed necessary, presentation/discussion with application) and action. *Permanent grant files will be kept in the Department of Planning and Building.*
5. The Façade Review Committee recommends, in writing, Grant applications to the President of the Zionsville Town Council.
6. Upon Town Council Approval, the Director shall forward the application to the Zionsville Advisory Plan Commission (if applicable), for its approval. Once Plan Commission approval has been obtained, the Director shall notify the applicant of the Grant award (cc: Zionsville Clerk-Treasurer with footnote date of Council's, and if necessary, Plan Commission approval).

Dispersal Procedure:

1. Grant award: A Single payment is made upon satisfactory completion of the project. The grant payment is **up to 40%** of the project. The percentage and exact amount of the match will be determined at the sole discretion of the Committee. The owner/applicant must **match** the grant award with personal funds (Ex: \$20,000.00 project= at least \$8,000.00).
2. To receive the grant payment the owner/applicant must:
 - a. Notify the Zionsville Department of Planning and Building that the project has been completed.
 - b. Present evidence of billings and receipts to the Department of Planning and Building that a minimum of 60% of the total cost of the project has been paid.
 - c. Sign and submit the Project Completion Form.
3. If those conditions are met, the Director of Planning and Building will in turn:
 - a. Present it to the Zionsville Architectural Review Committee for final approval
 - b. Certify in writing to the Clerk Treasurer that the completed project has been approved and that a minimum of 60% of the total costs on the project has been paid with copies of the paid receipts and certification to be placed in the permanent files of the Department of Planning and Building.
 - c. Sign and submit a claim form to the Clerk-Treasurer for payment of the approved grant. The claim form will be voted on at the next Town Council meeting, and after approval, will be paid at the next earliest funds release.



FAÇADE GRANT PROGRAM

FAÇADE REHABILITATION PROGRAM BOUNDARIES

