



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:

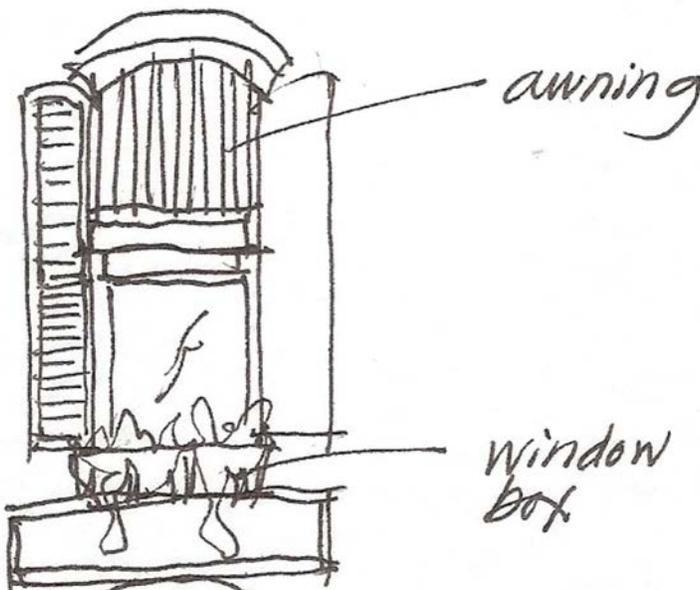
- The rehabilitation project property must be in or contiguous to the Zionsville Village Business District.
- The rehabilitation project must be visible from a public way.
- The rehabilitation project must contribute to the character of the building as well as the character of the Town of Zionsville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

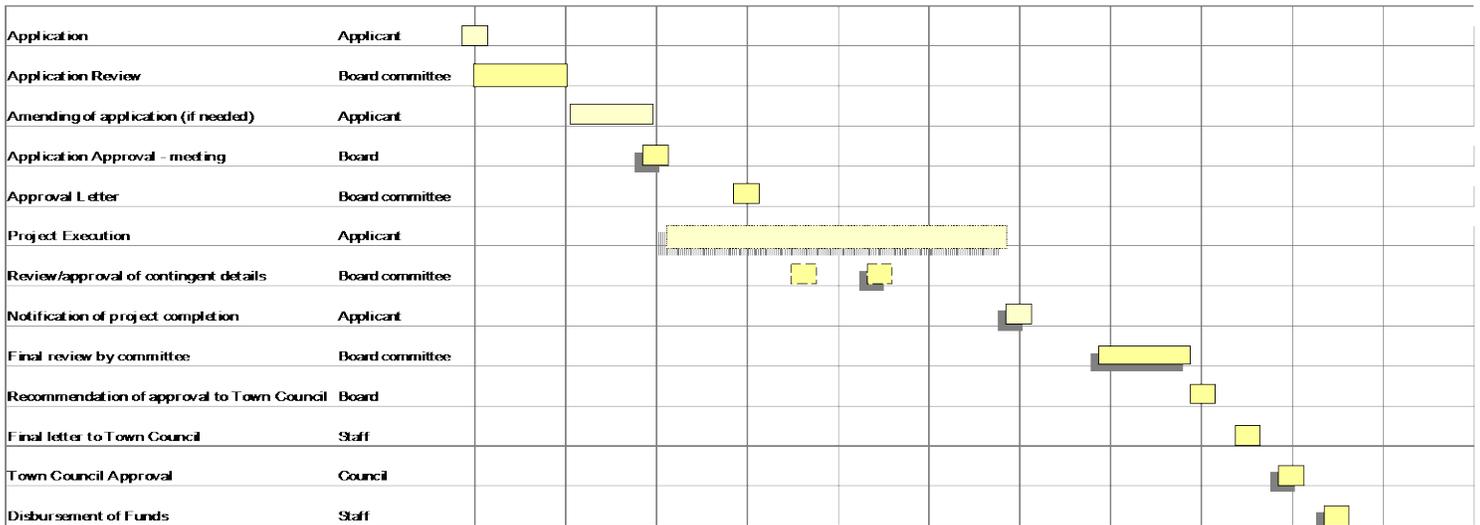
- Complete and Submit Application
- Get Quotes for Grant-Appropriate Portions of the Project
- Get Materials Samples Where Possible
- Review Application with a Committee Representative
- Meet on the Building Site with an Architect/Member of Committee
- Perhaps Get More Quotes and Material Samples
- Present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

PROJECT TIMELINE FOR GRANT PROGRAM

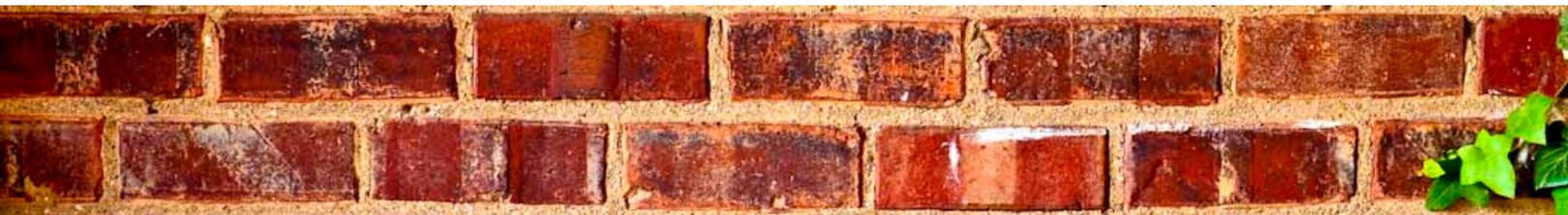
Zionsville Architectural Review Committee

Successful Project Application and Project Flow Chart

Preliminary and Deliberative



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1 of 1



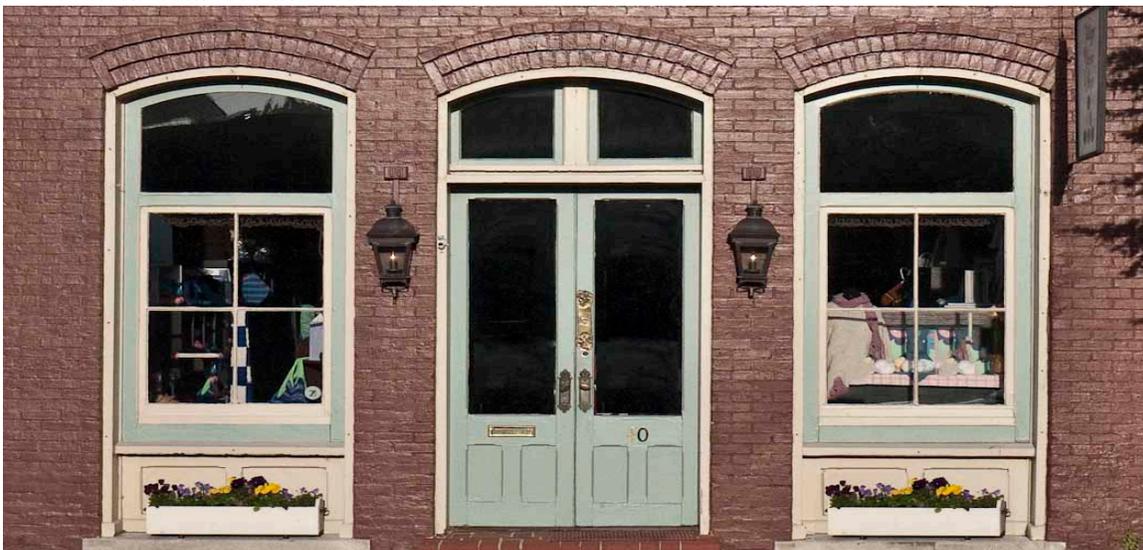
FAÇADE GRANT PROGRAM

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).

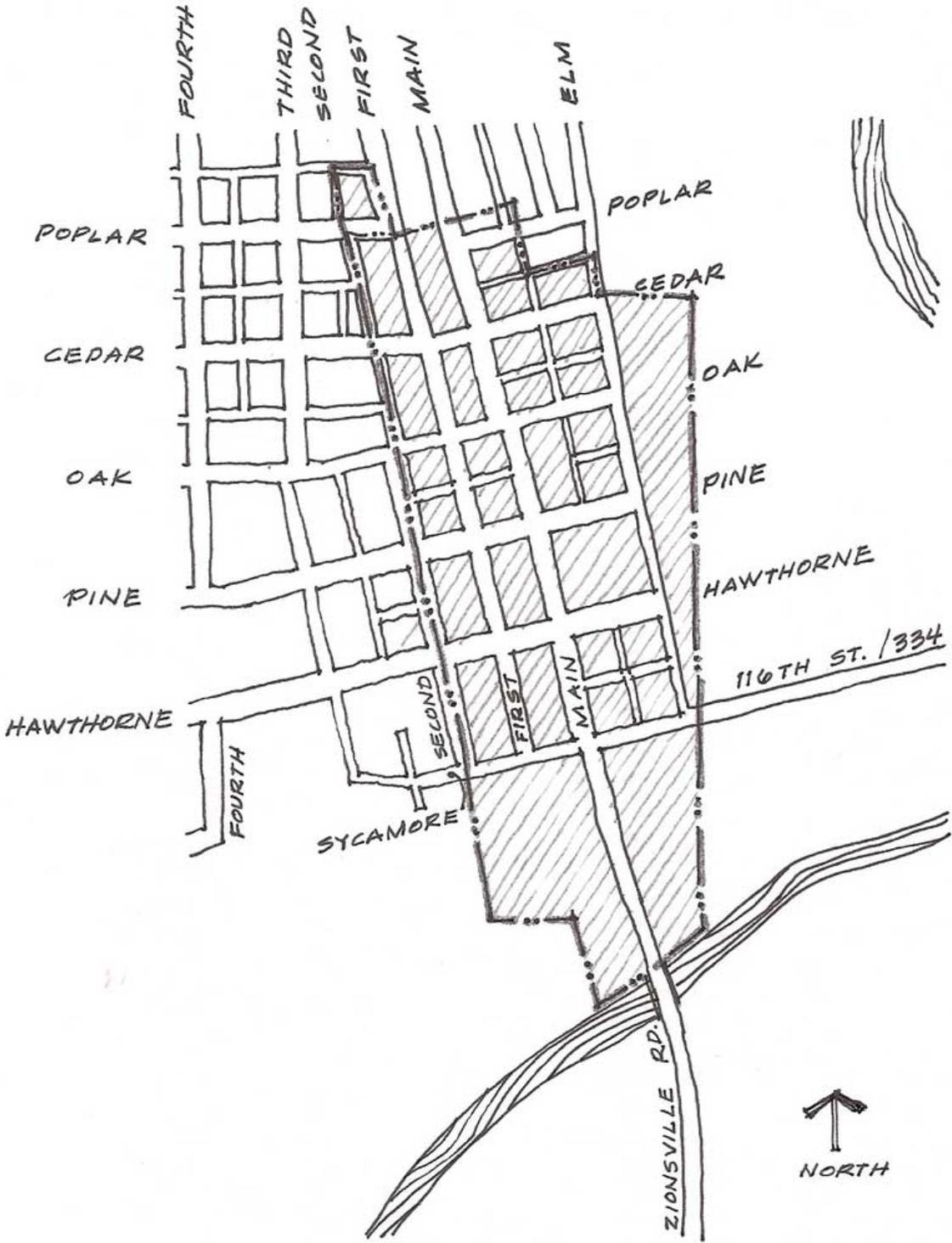
Dispersal Procedure:

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



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. Note: In instances of unforeseen circumstances which may affect the project's completion per approval, a second review process may be required.

4) Execution / Payment

Once the project is deemed completed, the owner/tenant will contact the Department of Planning & Building. Receipts for project costs must be presented at this time. ZARC will then review the project to ensure that the rehabilitation was completed as approved. Upon final approval, the Director of Planning & Building will request the Zionsville Clerk-Treasurer to disburse the applicable funds.

(Funding for this program is part of a Zionsville Town Council initiative to provide assistance to downtown commercial property owners/tenants for façade rehabilitation. The funds are earmarked from the food and beverage tax. Grant award funds are disbursed upon project completion. Funds are limited to availability at the time of application. The program is administered by the Zionsville Architectural Review Committee (ZARC).)

Town of Zionsville
Facade Rehabilitation Program
Program Application: *Project Information*

To constitute a complete Application, please provide the following information. Attach drawings, specifications or other information as necessary to complete the information below:

1. Scope of Work and description of how the proposed rehabilitation meets the Program's "Façade Rehabilitation Guidelines" for applicable project elements (attach additional information as necessary):

a. Storefronts: _____

b. Windows: _____

c. Entrances, Porches and Balconies: _____

d. Roofs: _____

e. Masonry: _____

f. Wood: _____

2. _____ Sketches/Drawings
3. _____ Legal Description & Title of property
4. _____ Historical Information (optional)
5. _____ Project Schedule
6. _____ Other (please describe) _____

Application filing fee due at time of filing
\$50.00

PART 3: PROJECT COMPLETION CERTIFICATION

(to be completed at final completion prior to payment of Grant funds):

Has a Notice of Completion been filed with The Town of ZionsvilleThe Town of Zionsville?
Yes _____ (if yes, date filed: _____) No _____

If no, please explain:

Date of ZARC final inspection: _____

I hereby certify that all Zionsville Building Façade grant funds were expended on the above named Project and that the Project is complete and we have made final payment for all work done per the Zionsville Architectural Rehabilitation Committee written approval.

I hereby certify that I intend to uphold the grant purpose for the remainder of my ownership of this property and will continue to maintain the improvements as long as I own this property or hold interest in the ownership of this property. For a period of two (2) years from the date signed below, I will not change, alter or embellish the façade associated with the approved and completed grant improvements without prior written approval of the Zionsville Architectural Review Committee and/or the Town Planner, Town of Zionsville. Should the Committee not be in effect at that future time, the Town Planner, or other Committee designee, shall grant the written approval. Normal maintenance that replaces with "like kind" shall not need written approval, i.e. painting of same color, replacement with same materials, etc. Transfer ownership of the property will not release grantee or grantees heirs from compliance with this agreement for any reason.

I am aware of Indiana laws and understand that every person who testifies, declares, deposes, or certifies under penalty of perjury and willfully states as true any material matter which he or she knows to be false, is guilty of perjury, which is a felony punishable by imprisonment or fine or both. Furthermore, I am aware of Indiana laws and understand that every person who, with the intent to defraud, presents for allowance or for payment to any Town of Zionsville governmental entity or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is guilty of a felony-misdemeanor punishable by law through imprisonment, by a fine, or both.

I represent and warrant that I have full authority to execute this project Certification of Project Completion form on behalf of the Grantee. I declare under penalty of perjury that the foregoing project Certification of Project Completion for the above-mentioned Zionsville Building Façade Grant is true and correct.

Grantee's Authorized Representative
(Printed or Typed name)

Grantee's Authorized Representative

(Signature) Date