

# SPALDING

ECONOMIC DEVELOPMENT GROUP

## **Program Guidelines**

The Spalding Economic Development Group (SEDG) encourages private investment in commercial areas through a program that offers financial incentives to improve the appearance and quality of commercial buildings. The SEDG proposes utilizing a Facade Improvement Program to improve commercial building facades. Under the Facade Improvement Program, property owners and tenants can apply for grants equal to one-half of the cost of such improvements, up to \$5000, with certain limitations. These grants are provided to create a positive impact that individual facade renovations can have on the overall appearance and image of the community. The budget for the Facade Improvement Program is \$25,000 annually.

## **Types of Assistance/Eligible Improvements**

The Facade Improvement Program supports exterior business improvements, from minor repairs and historical facade painting to complete facade renovations.

Eligible improvements include, but are not limited to:

- Repair, replacement, or addition of:
  - Awnings
  - Signage
  - Graphics
  - Window display areas
  - Exterior lighting
  - Windows or doors (including construction of planter boxes)
- Brick cleaning and tuck-pointing
- Painting (Historical in Nature)
- Restoration of original architectural features
- Other improvements which are visible from the street and have a positive impact on the appearance of the building
- Rehabilitation of upper floor facades
- Rehabilitation of interior front display areas if first-floor improvements are approved

The rear and sides of commercial buildings visible from the main shopping streets or sidewalks may also be eligible case-by-case. The total storefront improvement cost may include professional, legal, design, and City permit fees.

***All proposed improvements and rehabilitation work will be subject to design review and approval by the SEDG Facade Improvement Committee. The SEDG Facade Improvement Committee reserves the right to judge all applications on a case-by-case basis. Applications will be approved based on priorities of anticipated aesthetic improvement to the area, historical benefit, and restoration vs. maintenance efforts.***

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All improvements must conform to all Village of Spalding zoning and building code requirements and are encouraged to follow basic design guidelines.

Approved applications of property owners or tenants will receive a grant equal to one-half of the cost of the work, up to a maximum of \$5,000 per storefront, upon completion of the project. Owners or tenants of buildings that include two or more separate storefronts may apply for grants of up to \$5,000 for each storefront, subject to approval by the SEDG on a case-by-case basis.

Approved property owners or tenants have one year to complete the work detailed on the applicant's Facade Improvement Program application. If the applicant cannot complete the work detailed on the application within one year, they can request an extension from SEDG to complete the job.

## **Ineligible Improvements**

No facade rebate application will be considered if any portion of the improvements are started, constructed, or completed before the SEDG reviews and approves the rebate application. The following improvements are ineligible for rebates under the Facade Improvement Program:

- Interior remodeling (except window display areas),
  - Purchase of furnishings, equipment, or other personal property which does not become a part of the real estate,
  - Improvements completed or expenses incurred before notification of approval and notice to begin construction from SEDG,
- Improvements related to new construction,
- In-kind labor (sweat equity) is not eligible for reimbursement and will not be considered part of the total project cost.
- Projects on a residentially zoned property.

## **Eligible Applicants**

Businesses located in commercial buildings near the Village of Spalding are eligible to apply for program funds. Those businesses that are tenants of commercial buildings are also eligible if the building owner's consent is shown in writing. Property use must conform to the respective zoning district defined by the Village of Spalding Zoning Regulations. Home-based businesses are not eligible for funds from the Facade Improvement Program.

## **Process**

### **1. Pre-application Conference and Development of Preliminary Design**

Before making a formal application, the prospective applicant should meet with a committee member for the Facade Improvement Program to familiarize the applicant with the Program and its procedures. The applicant and a committee member should then meet to discuss the

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needs and ideas of all parties, design alternatives, and develop cost parameters. Following this meeting, the applicant should prepare a cost estimate.

## 1. Application Process

Applications should be completed and submitted to the Facade Improvement Committee. The committee will verify that the application is complete and the proposed project is eligible for funding. Following a review by the Committee, the application will be forwarded to the SEDG board for review. If more applications are received than current funding levels can accommodate, the Committee will prioritize them based on the completed application's receipt date.

## 2. Approval of the Project

After reviewing the preliminary design, two additional approvals must be obtained. First, the SEDC Facade Improvement Program Committee must approve the project's scope. Once the cost parameters and work for the project have been established, the applicant must receive all applicable permits from the Village of Spalding. A building permit is required for any improvements that are beyond basic maintenance.

If the decision is to proceed, the applicant should secure the services of the appropriate contractors needed to complete the rehabilitation work. All contractors must be properly registered, licensed, and bonded as the law requires. The contractors selected must secure all required building and construction-related permits from the Village. They will be expected to complete the rehabilitation project in accordance with the approved plans, all applicable codes and ordinances, and standard building practices.

## 3. Begin Work

After the Facade Improvement Agreement has been executed, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the SEDG Board, including an estimate of the total grant reimbursement amount the applicant is eligible to receive.

Assuming the Village has issued all necessary permits, work may begin. **However, there is a one-year time limit. Projects are expected to take no more than 120 days to contract and commence.** Before or during construction, any on-the-job changes to design notes must be reviewed and approved by the Committee.

## 4. Completion of the Job

The applicant is to notify the SEDG Board upon completion of the project and shall submit all invoices relative to the project for certification. The work is to be approved for compliance with the original design drawing and design notes, including initialed changes, Village building



codes, zoning ordinances, and sign ordinances. Only the work for which the permit was issued will be inspected.

#### **5. Payment of the Grant**

The Spalding Economic Development Group will issue reimbursement checks within 10 working days after the rehabilitation work has been inspected and certified as to its completion and compliance. The Facade Improvement Committee must approve the invoice(s) before payment is made. The Committee approves these invoices at the regular monthly meeting.

#### **Re-payment of Grant to Facade Improvement Fund**

If the property is sold within six months of project completion and final grant payment by SEDG, the SEDG reserves the right to seek 75% repayment of that specific grant improvement award. The SEDG reserves the right to judge instances of such repayment on a case-by-case basis.

#### **Application Submission**

All completed applications should be submitted to:  
Spalding Economic Development Group  
c/o Kurt Carraher



### Facade Improvement Program Application

Applicants must discuss their proposed improvements with the Spalding Economic Development Group before submitting the application. Please direct any questions or comments regarding the submission requirements for the application to a member of the SEDG board.

Please ensure that all requested items have been included in your submission. It is essential to provide the necessary documentation to avoid delays in processing your application.

Applicant Name(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please Check One: \_\_\_Property Owner \_\_\_Tenant

If the applicant is not the property owner, please provide the following:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Address of Building or Property to be Renovated: \_\_\_\_\_

#### Attachment Checklist:

- Written bids/Quotes for all work to be completed
- Rendering or sketch of proposed improvements
- Color and materials samples for proposed improvement
- Photos of the current building
- Property record card from Greeley County Assessor
- Additional information may be requested as needed

Please ensure all the items listed above are attached to the application form, if applicable. A completed form will make the application process much quicker.

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**PROJECT OVERVIEW:**

Project Costs-Describe in detail the proposed "project" being undertaken.

Description of Proposed Work	Contractor/Sub	Estimated Cost
<b>Total Estimated Project Cost:</b>		
<b>Facade Improvement Reimbursement Requested:</b>		

- \$5,000 maximum available per property facade.
- Reimbursement is to be paid after work is completed.

When will the project start? \_\_\_\_\_

Estimated days/months for completion: \_\_\_\_\_

**No project should take longer than 120 days to contract for and commence.**

Has any portion of the project been started yet? \_\_\_\_\_

*Any portion of the project started before an agreement resulting from this application will not be eligible for assistance.*

Additional comments:

