

FAÇADE/EXTERIOR IMPROVEMENT GRANT APPLICATION



The Center Line Downtown Development Authority is committed to promoting the aesthetic enhancement and beautification of the Downtown Development Authority District. The Façade/Exterior Improvement Program is a grant program designed to offer financial assistance to property owners and/or commercial tenants who seek to make exterior improvements to their buildings, landscaping, and parking areas.

ELIGIBILITY REQUIREMENTS

Available to property owners and/or commercial tenants located within the City of Center Line's Downtown Development Authority (DDA) District.

GRANT PROGRAM

The DDA reserves the right to approve or reject applications based in accordance to program guidelines and availability of funding. Submission of application does not guarantee funding.

INCENTIVES

DDA grants are made available by reimbursement only; no funds will be distributed prior to project completion. Under special circumstances, up to \$3,000.00 may be allotted towards progress payments. Grant awards shall not exceed a maximum of \$10,000.00 per applicant. One or more of the following incentives may be available for eligible projects:

Architectural Assistance. Up to 50% (maximum of \$2,500.00) of the actual cost(s) associated with façade design, contingent upon the applicant's compliance with the approved architectural drawings and completion of the project. The DDA board must approve all concept drawings.

Façade/Exterior Improvement. Up to 50% (maximum of \$10,000.00) of the actual cost(s) and/or related exterior rehabilitation cost. All applicants seeking construction grants must provide conceptual drawings.

Sign Program. Up to 50% (maximum of \$5,000.00) of the actual cost(s) associated with the fabrication and construction of replacement signage. New signage must adhere to the criteria of the façade improvement guidelines. All signage must be designed by a certified design professional (i.e. graphic designer, architect) and approved by the façade improvement committee. Funding is not available for signs that require a zoning variance to install.

Landscaping or Parking Lot Improvement – Up to 50% (maximum of \$5,000.00) of the actual improvement cost(s) and/or related rehabilitation cost for improvement or rehabilitation of landscaping or parking lots. Landscaping and/or parking lot improvements that incorporate "Green Infrastructure", that will reduce the storm water run-off into private or public storm water infrastructure, may be qualified for up to 50% (maximum of \$10,000.00) of the actual improvement cost(s). All applicants seek improvement grants must provide conceptual drawings.

PROCEDURE

To receive assistance:

1. Downtown Development Authority Board must approve all project applications. Applications submitted must complete and include; ***Property Deed, Current Statement of Property Taxes, Current Photo of Property Façade or Proposed Project Area, Documentation of Financing Plan (if not personal funding), Copy of Lease and Ownership Letter of Approval (if tenant is requesting grant), Construction/Architectural Drawings.***
2. The design must follow appropriate DDA design guidelines, Zoning Codes, City of Center Line Codes and Ordinances.
3. All applicable zoning and other city ordinances must be complied with.
4. An agreement must be properly executed between the owner and the Downtown Development Authority prior to work being started.

To receive payment:

1. Project must be completed in accordance with the agreement.
2. All required building permits must be obtained prior to any work being done.
3. Pre-inspection must be completed by the Chief Building Inspector.
4. Final inspection and confirmation of full compliance of applicable Agreements with the DDA, City of Center Line Codes and Ordinance, Building Codes, and applicable local, State, and Federal requirements for the project are met, by the Chief Building Inspector.
5. A signed Contractor's Unconditional Waiver.

INSTRUCTIONS:

1. Fill in the blanks and check boxes on this form. If some items do not apply, write "not applicable."
2. Attach additional pages if needed.
3. Submit application and documents to the Center Line Downtown Development Authority. (address provided on page 4)

Once all materials are received, the Downtown Development Authority Board will review applications. This is an ongoing program and applicants will be considered pursuant to project validity and available DDA funding.

I. APPLICANT INFORMATION

BUSINESS OWNER NAME: _____

ADDRESS: _____

FEDERAL TAX IDENTIFICATION #: _____

PHONE (W): _____ PHONE (C): _____ PHONE (H): _____

EMAIL: _____

II. PROPERTY OWNER INFORMATION: (If different from above)

PROPERTY OWNER NAME: _____

ADDRESS: _____

FEDERAL TAX IDENTIFICATION #: _____

PHONE (W): _____ PHONE (C): _____ PHONE (H): _____

EMAIL: _____ BUS. WEBSITE: _____

III. PROPERTY/BUILDING INFORMATION:

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

DATE BUILDING WAS CONSTRUCTED: _____

CURRENT BUILDING USE:

RETAIL FOOD SERVICE PROFESSIONAL SERVICES OTHER _____

IS THE PROPERTY/BUILDING LISTED ON THE STATE OR NATIONAL REGISTER OF HISTORIC PLACES?

YES NO

IV. PROPOSED IMPROVEMENTS:

- FRONT FACADE RESTORATION/RENOVATION
- STOREFRONT RESTORATION/RENOVATION
- WINDOW REPAIR/REPLACEMENT
- OTHER EXTERIOR REPAIR/REPLACEMENT
- PARKING LOT IMPROVEMENT/REPAIR
- OTHER *(please specify):*
- AWNING REPLACEMENT/RESTORATION
- SIGNAGE REPLACEMENT/RESTORATION
- DOOR/ENTRYWAY
- LANDSCAPING IMPROVEMENT/ADDITION
- EXTERIOR PAINTING

All improvement/repair/renovation/restoration project proposals for this grant program must include three (3) quotes, bids or estimates from contractor(s) being considered for the project.

DESCRIPTION OF PROPOSED IMPROVEMENTS:

ESTIMATED PROJECT START DATE: _____

ESTIMATED PROJECT COMPLETION DATE: _____

V. PROJECT FINANCIAL DESCRIPTION:
ESTIMATED PROJECT BUDGET: _____

WHAT IS YOUR PLAN FOR FINANCING THE FACADE IMPROVEMENTS?

LOAN FINANCING PERSONAL FINANCING OTHER (please specify): _____

IV. REQUIRED SUPPLEMENTAL INFORMATION (information check list):

PROOF OF OWNERSHIP (Property Deed) CURRENT COUNTY AND CITY TAXES

PHOTO OF PROPERTY PROPOSED FINANCING PLAN

COPY OF LEASE - SIGNED LETTER FROM OWNER* CONSTRUCTION/ARCHITECTURAL DRAWINGS**

***Letter of Support from Property Owner with signature stating that they approve of project.**

****Construction/Architectural Drawings must include overhead and side elevations showing existing and proposed features of affected property or business.**

VII. APPLICANT SIGNATURE:

I have reviewed/prepared this application and understand that submission of an application does not guarantee funding. I certify that the information provided is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance to the agreement.

I also acknowledge that upon execution of the agreement, the Downtown Development Authority and/or its affiliates maintain the rights to promote (including the right to copy, transmit, display and distribute) images and textual containing aforementioned property and/or business name for the use of "Promotional Material" (as described below) on website(s) or other media means for the purpose of promotion and advertisement related to the downtown Development Authority and it's Façade/Exterior Improvement Program. "Promotional Material" shall mean brochures, publications and websites, media promotion, advertising copy and other related textual and graphic material made available by the Downtown Development Authority and/or its affiliates.

APPLICANT SIGNATURE: _____ DATE: _____

OWNER'S SIGNATURE: (if different): _____ DATE: _____

VIII. SUBMIT APPLICATION:

FORWARD APPLICATION WITH ATTACHEMENTS AND/OR QUESTIONS TO:

Center Line Downtown Development Authority
ATTN: Dennis Champine
7070 East Ten Mile Road
Center Line, MI 48015

For additional information, please contact us at 586-758-6800.

OFFICE USE ONLY:

DATE RECEIVED: _____

DATE REVIEWED: _____

STATUS: APPROVED TENTATIVE DECLINED

TOTAL ELIGIBLE COST: _____

TOTAL AMOUNT APPROVED: _____

REVIEW NOTES:

Revised: March, 2019