

City of Fond du Lac
DOWNTOWN FACADE DESIGN ASSISTANCE
Grant Application

PROJECT LOCATION: _____			
APPLICANT INFORMATION			
Name:		Referred by:	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Other (Please Specify):			
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	
PROPERTY OWNER INFORMATION			
Name:		Tax ID # (W-9):	
Type of Ownership:		Years Owned:	
Mailing Address:	City:	State:	ZIP:
Email Address:		Phone Number:	
LAND USE INFORMATION			
Name of Business:		Type of Business:	
Business Owner:		Upper Floor(s) Use:	
PROJECT ELIGIBILITY (Please check one or more boxes as appropriate.)			
<input type="checkbox"/> The property is located within the Downtown Business Improvement District. <input type="checkbox"/> The project application is for grant funding under the Historic Preservation criteria. The property is listed on the local historic inventory and/or the State or National Register of Historic Places or is potentially eligible to be listed on the State or National Register of Historic Places. <input type="checkbox"/> The project application is for grant funding as a business/property owner of a non-historic structure. <input type="checkbox"/> The project design has previously been prepared by the Wisconsin Main Street Program. The project application is for grant funding to assist in the preparation of construction drawings.			
HISTORIC STRUCTURE INFORMATION (Please check one or more boxes as appropriate.)			
Name of Historic Property: _____			
<input type="checkbox"/> Local Historic Inventory		<input type="checkbox"/> Potentially Eligible for State/National Register of Historic Places	
<input type="checkbox"/> State/National Register of Historic Places		<input type="checkbox"/> Historic District (Please Specify):	
Historic Status verified by: _____			
ACKNOWLEDGEMENT AND ACCEPTANCE OF PROJECT ELIGIBILITY AND RESPONSIBILITY			
<p>As the responsible party for the project, I have reviewed and will comply with the requirements of the Downtown Façade Design Grant Program. I hereby acknowledge that failure to complete the project as approved may affect grant reimbursement and/or result in a requirement to modify and/or redo work and delay occupancy.</p>			
_____ SIGNATURE		_____ DATE	

DOWNTOWN FACADE DESIGN ASSISTANCE GRANT

RELEASE OF INFORMATION

I hereby authorize the City of Fond du Lac permission to share application materials with certain City boards and committees in the review of my project. I acknowledge that information provided to the City may be released as part of the program requirements and in the reporting and promotion of the program.

Name (print): _____ Date: _____

Signature: _____

DOWNTOWN FACADE DESIGN ASSISTANCE GRANT

LANDOWNER AUTHORIZATION

To: City of Fond du Lac
Community Development Department

Re: Downtown Façade Grant Program Application
Location: _____

The undersigned is the owner of property referenced above. The undersigned authorizes _____ to submit a Downtown Façade Grant Program application that affects the referenced property.

NAME OF LANDOWNER (PLEASE PRINT): _____

SIGNATURE OF LAND OWNER OR AUTHORIZED AGENT

DATE

DOWNTOWN FACADE DESIGN ASSISTANCE GRANT

The City of Fond du Lac offers funds to promote the facade renovation of downtown buildings, to sustain historic and valuable architecture, and to preserve the City's ethnic and cultural heritage. The program provides up to \$4,000 in funding to assist in the research and design of façade improvements **or** up to \$2,000 in funding to assist in the preparation of construction drawings when a design has previously been prepared by the Wisconsin Main Street Program. Twenty-five percent (25%) of the design cost is reimbursed upon the approval of architectural drawings; the final 75% is paid upon completion of the project.

Eligibility Requirements

- Funding for project design is limited to the exterior of a building and shall result in a publicly visible improvement.
- Project design work that is initiated before a grant application has been formally accepted is not eligible for a Design Assistance Grant.
- Only one (1) grant per building address is permitted.
- Design work shall comply with the City of Fond du Lac Downtown Design District regulations and Downtown Fond du Lac Partnership Design Guidelines.
- Project design review and approval by the City of Fond du Lac Downtown Architectural Review Board is required prior to the City's approval of a grant reimbursement. DARB review is required for all projects, regardless of property location in the downtown area.

Grant Application Procedural Requirements

1. Submit a grant application package to the City of Fond du Lac to determine project eligibility and the amount of the grant award. The application submittal will secure a position in the grant timeline prior to review of the project by the Downtown Architectural Review Board. The submittal must include the following:
 - Completed application form.
 - Written consent from the property owner for permission to conduct façade improvements.
 - Design cost estimate from a licensed Architect.

The grant application package may be submitted in person at the City of Fond du Lac Community Development office located on the 4th floor of the City-County Government Center or delivered electronically. Electronic applications should be submitted to: jdahlin@fdl.wi.gov

2. Design review of the proposal by the Downtown Architectural Review Board is required prior to action by the City to approve a grant for reimbursement. DARB review is required for all projects, regardless of property location in the downtown area. After a project application is determined to be complete, Community Development staff will schedule the project for review by DARB; the meeting date will coincide with the monthly schedule of DARB. The project applicant or a representative of the applicant must attend the DARB meeting to present the proposal and answer questions regarding design of the project.
3. Following design approval of the project by the Downtown Architectural Review Board, Community Development staff will take action on the grant request.

DOWNTOWN FACADE DESIGN ASSISTANCE GRANT

Grant Reimbursement

Grant reimbursement is subject to the approval of the City of Fond du Lac. Grant reimbursement shall be limited to the design and/or historic research costs of the project, not to exceed \$4,000 per building **or** \$2,000 for construction drawings. 25% of the design cost is reimbursed upon the approval of architectural drawings; the final 75% is paid upon completion of the construction project. Government approvals, building permits and taxes are not eligible items for reimbursement.

The City of Fond du Lac reserves the right to deny reimbursements in whole or in part due to the following:

- The project design does not conform to the City of Fond du Lac Downtown Design District regulations and the Downtown Fond du Lac Partnership Downtown Design Guidelines.
- The research and/or design work is not completed within 6 months.
- The façade improvements are not constructed within one (1) year of approval of the grant or if significant progress has not occurred by the completion date. A written request for a time extension may be considered if progress towards completion has been demonstrated.

Grant Reimbursement – Required Documentation

Reimbursement can be expected in approximately 30 days after the submittal of required documentation:

) **For the 25% reimbursement of preliminary design and/or historic research:**

Submit copies of all paid invoices and canceled checks for the façade design work covered by the grant. Cash payments are not accepted. The invoices must be marked *paid*, signed, and dated by the consultants. A final copy of the research and/or design must be submitted to the City of Fond du Lac. Design work must be completed within 6 months of the City's formal acceptance of the grant application.

) **For the remaining 75% reimbursement:**

Submit color photographs of the completed project and verification by the City of Fond du Lac that the constructed improvements comply with the approval of the Downtown Architectural Review Board and the Downtown Design District regulations and guidelines. Construction work must be completed within one (1) year of the City's authorization to proceed.