

## FAÇADE RENOVATION GRANT PROGRAM DESCRIPTION

The Façade Renovation Grant is designed for renovation projects to the façade of a building within the boundaries of the Longmont Downtown Development Authority (LDDA). **This grant is a reimbursement with funds dispersed after the project has been completed and inspected.**

The maximum grant is 25% of the total façade cost with a cap of \$10,000, contingent on the scale of the project and available funds through the Development Incentive Program. If applicant has been awarded a façade grant within the past two years, applicant may get less of a reimbursement percentage.

The applicant is required to meet with LDDA staff to discuss project details prior to starting the project and applying for the grant. The applicant must submit a completed application, including all applicable checklist items. No incomplete applications will be reviewed. Fully completed applications will be reviewed and once approved by staff, applicant may then start work. Applicants requesting \$5,000 - \$10,000 or more, must present their application to the LDDA Board of Directors for final approval. LDDA staff can permit applicant to begin work before the Board presentation. This won't negatively impact Board approvals. Projects may take up to two months for Board review and decision depending upon the scale of the project.

Completed applications must be turned in to the LDDA office at 528 Main St. Longmont, CO, 80501.

Upon approval, the applicant has **six months** to **begin** their project. Extensions may be accepted in writing explaining the reasons for the delay. Project must be **completed within one year** of date of approval. Failure to do so will forfeit the grant. If final project costs exceed the overall project cost reported in the application, the applicant is only eligible for reimbursement of costs that were submitted and approved with the grant.

## **FAÇADE RENOVATION GRANT APPLICATION CHECK LIST**

- Completed and signed grant application form (include detailed description of project).
- Proof that real and personal property tax payments are up to date for the property and the business applying for the grant.  
<https://treasurer.bouldercounty.org/treasurer/web/> (click on “I Have Read the Above Statement” then click on “Continue to Tax Accounts”. Search for your property and print account balance or statement.)
- Proof that sales taxes payments are up to date for existing businesses only. Copy of payment receipt or you can request a print screen of your account emailed to you from the City Sales Tax Department at (303) 651-8674.
- Two professional contractor estimates with an itemization of the renovation costs. Estimates must be of identical work for an accurate bid comparison.
- Professional architectural design renderings (include color choices, swatches, and materials to be used). If these designs don't exist, a photo and mock-up of the renovations may be accepted in lieu of professional renderings.
- Written approval of the project from building owner if leasing.
- Short description of how the project meets the Downtown Longmont Master Plan of Development Goals and Strategies. List on grant application. View plan at <http://www.downtownlongmont.com/files/docs/-master-plan-final-4-3-17-single-pages-reduced.pdf>
- Before color photo(s) of the renovation project area.

- Applicants asking for the maximum \$10,000 or an exception to the cap for any of the items listed, must submit the following:
  - Financial documents: complete copies of past two years of business tax returns (if less than two years in business, than two years of personal financials required). Other financial documents may be requested upon review.
- Applicant must follow all City of Longmont Permit and Code Regulations when conducting their renovations.

### **Grant Reimbursement Criteria**

- Applicant must submit after pictures of completed project.
- Applicant must submit copies of paid project invoices along with proof of payment (canceled check, credit card receipt, paid info on invoice, etc.)

*Note: If final project costs exceed the overall project cost reported in the application, the applicant is still only eligible for reimbursement of costs that were submitted and approved with the grant.*

## **FAÇADE RENOVATION GRANT ELIGIBILITY CRITERIA**

Eligible criteria include façade restoration/renovation projects that would require a significant change or upgrade to the façade of the building. Elements of the project should include but are not limited to:

- Removal of false façade and or restoration of existing
- New exterior paint
- Replacement or repairs to primary/main doors and windows
- Alley entry way improvements
- Interior code updates for restaurant buildings only ( example: electrical, restaurant hoods, fire suppression system)
- Outdoor seating area costs (example: concrete and railing)
- Private parking lot improvements may be considered if general public (beyond regular customer base) is permitted to use the private lot on a daily basis
- Building upgrades significantly visible by the public realm may be considered for funding
- Public art work will be considered on a case by case basis. Property owner must sign a covenant requiring the art remain on the property.
- Trash enclosure to screen trash, recycle, or oil containers.
- Safety features on exterior of the building such as lights or other related features to improve safety around the property (Crime Prevention Through Environmental Design-CPTED)

Elements not eligible for grant funding:

- Roofing
- HVAC
- Interior remodeling
- Landscaping

# FAÇADE RENOVATION GRANT APPLICATION FORM

## **Applicant**

Name of Business \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Work \_\_\_\_\_ Home \_\_\_\_\_

Email \_\_\_\_\_

## **Project Information**

Building Address \_\_\_\_\_

Legal Description \_\_\_\_\_

Year built \_\_\_\_\_ Is this a historic property? Yes No

Is there a formal historic designation of the property? Yes No

Ownership \_\_\_\_\_

Property Owner (if different from applicant). Please attach property owner permission document to application.

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

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

Lease term (if applicable) \_\_\_\_\_ Lease expiration date \_\_\_\_\_

**Description of Renovation Project (include all work to be completed, even those items not eligible in the Façade Grant, i.e. interior improvements, roofing, etc.)**

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**Briefly describe how your project meets the Goals and Strategies of the Downtown Longmont Master Plan of Development**

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**Project Schedule: (Attach time line for completion, if one exists)**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Source of Funds for the Project:

a. \_\_\_\_\_ \$ \_\_\_\_\_

b. \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_  
(include all improvement costs)

**Total Cost of Façade Renovation:** \$ \_\_\_\_\_

**Façade Renovation Grant Request:** \$ \_\_\_\_\_

(25% of Façade Renovation cost, \$10,000 maximum)

**Total Grant Request should be based on bids you plan to use for your project. Applicant is not required to use low bid. If using higher bid, applicant should note on the bid the reason for choosing the high bid.**

Applicant, by virtue of signature on this applicant document and upon acceptance of funds provided by the Longmont Downtown Development Authority agrees to the terms and requirements of the Façade Renovation Grant Program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature