



Longmont Downtown Development Authority

528 Main Street
Longmont, Colorado 80501
(303) 651-8484

Longmont Downtown Façade Improvement Program Submittal Requirements

The applicant is responsible for providing the following information as part of the application. Failure to submit all required information may delay review of a project.

1. **Application Form.**

A completed application form signed by the property owner and other applicable parties.

2. **Project Narrative.**

A project narrative that includes a description of the following:

- a. An overview of the project including a proposed timeline/schedule;
- b. Proposed use(s);
- c. The project's targeted market;
- d. Special design features;
- e. What the requested DDA funds will be used for (façade improvements and/or public improvements);
- f. All parties that will be involved in the project;
- g. How the project complies with the program standards and criteria and evaluation scoring system.

3. **Financial Information.**

Financial information, including the following:

- a. The amount of funds being requested from the DDA;
- b. The amount of funds already received, expected to receive, or requested from all other public and private entities for the project;
- c. A certified estimate of the cost of project improvements divided into categories and construction phases with building façade and public improvements as separate categories;
- d. An estimate of the project investment and resulting taxable value;
- e. A calculation of the tax increment to be generated by the project;
- f. Written verification from the County Assessors office of the estimate of taxable improvements and the annual tax increment over the life of the project;
- g. Evidence that all General Improvement District, DDA, City, and other applicable taxes are paid to date.



4. **Value Received.**

An explanation of value that the project will receive, including what impact the use of DDA funds will have on the project and how the project would be different if the DDA did not fund the project.

5. **Green Building and Sustainable Design Features.**

A description of green building and sustainable design features for the project, including compliance with existing City green building permit requirements and other applicable sustainable development code requirements.

6. **Architectural Elevations and Details.**

Architectural building and other improvement elevations and details, at a scale acceptable to the City, that identify existing and proposed materials and features. Architectural elevations shall also include color renderings of the proposed improvements.

7. **Site Plan.**

A development site plan, at an engineering scale acceptable to the City, showing the location and dimensions of all existing and proposed improvements, easements, utilities, etc. on-site and within the adjacent rights of way (including alleys).

8. **Other Information.**

Any other information that has bearing on the need for DDA investment and how that investment increases benefit to the economy of the downtown and the public in general.