

DOWNTOWN FAÇADE ENHANCEMENT PROGRAM GUIDELINES

The Village of Swanton is proud to sponsor a grant program for the purpose of revitalizing the exterior facades of downtown properties, while preserving the historic character of downtown Swanton.

Project Area: The project area is defined as a building used for commercial purposes in downtown Swanton. Please refer to attached map for clarification.

Eligibility: The grant applicant must be a property owner or business owner with property owner's approval for proposed projects.

Projects eligible*: See list of eligible and ineligible projects at the end of this application.

Requirements: The grant is a 50 % percent reimbursement of expenses directly related to qualifying building improvement, to front facades, of properties within the downtown target area up to maximum match of \$10,000. Applicants can submit multiple applications for the same property but total cumulative request is up to \$10,000 per property per year. There will be \$30,000 set aside for grant funding. Property owners may re-apply annually for available funds, but priority will go to first-time applicants. The Village of Swanton will pay the contractor directly for approved grant funded projects.

Design Approval: The applicant will be required to submit their façade improvement plan to the Village of Swanton. The Village will determine that it meets all requirements of the grant and will notify the applicant of a decision to approve or not approve. If the plan is not approved, the Committee may make recommendations as to how the application could be modified to meet requirements.

Application: The Village Administrator will conduct the initial consultation regarding the process.

All grant applications must be submitted by to the Village administrator and must include:

- Completed Downtown Façade Enhancement Application
- A project description
- Current photos of proposed work area
- Rendering/ drawing of proposed work to scale, including the color scheme

- An itemized cost estimate of proposed work by a qualified third party. If the total amount of any portion of the work exceeds \$3,000, you will need at least two quotes to ensure competitive pricing.
- One application per project aspect
 - i.e. If overall project entails painting and new signage: one application for painting and one application for signage is kindly requested

Application Review Process:

1. The Village Administrator will review all applications to ensure all information is included. The application will also be reviewed for eligibility and guideline compliance.
2. Downtown Design Review Board Chair and the Village Administrator will conduct a site visit of the property.
3. Downtown Design Review Board will use a rubric to score the applications.
 - a. Each year there may be priority points given for initiatives recommended by the Downtown Design Review Board.
 - b. Priority points will be given to projects which incorporate historic palette collection colors from any paint manufacturer and/or focus on restoring an aspect of the building to original design at the time of original construction.
4. Applicant will be informed of approval or denial no later than 30 days after the application is submitted.

Conditions (please review before applying to fully understand the applicant's role):

- The property owner, and/or tenant, will be responsible for maintaining improvements provided by this grant for a minimum of 5 years without alteration, unless a change request is submitted to Swanton's Downtown Design Review Board for approval or further investment is approved.
- The property owner, and/or tenant, must obtain all required permits and plan approvals prior to beginning work. (These permits include, but are not limited to, building, zoning, occupancy, etc.).
 - **Permit cost may not be included in grant application**
- If the property owner, and/ or tenant, is delinquent, and/or has a balance, on property taxes, Village of Swanton income tax payment(s) or Village of Swanton bill(s) the property owner, and/or tenant, must coordinate payment of aforementioned tax and fees before the Downtown Design Review Board will consider the application.

Clarifications:

- The purpose of the program is to improve the appearances of downtown properties that are visible from Village streets and alleys.
 - The Village does not intend to fund or assist with the sides or rears of properties which do not abut a public thoroughfare.
 - Buildings on street corners that are considered to have two fronts are an exception and would be eligible to receive funding for qualifying improvements on any part of the building adjacent to a Village street.
- If a building within the proposed area has no entry facing a main road, the side of the property with the most prominent entry will be considered the “front” facade.
- A property that functions as one building, regardless of the number of tax parcel numbers assigned or different owners, is eligible for only one grant per year unless additional funding is available

***This grant is not intended for maintenance projects.**

- Any application concerning property maintenance will be reviewed but may not be considered priority applications.

Awards:

- All applicants will receive written notification of approval or denial of the grant award.
- Approval must be accepted prior to commencing work to be eligible to receive funds.
- If a project comes in and the remaining funds are not enough to cover the grant reimbursement, the project may be broken into two separate parts, so the applicant may apply for the remaining funds February of the following calendar year.
- To be eligible to receive funds, the project must be completed as submitted. This is an approved agreement and any changes to the project after approval are ineligible.

Project Completion:

- Applicants must provide photos of completed work.
- Downtown Design Review Board Chair and the Village Administrator will conduct a site visit of the property to verify project completion.
- The Village of Swanton will pay the contractor directly for approved projects.
 - A W-9 will be required from said contractor.
- The Applicant will be responsible for the balance of the invoice after payment from the Village.

- There will be no reimbursement of cost to Applicant.
- Projects must be completed within the same calendar year of application.

* Village employees and government buildings are not eligible to apply for this program.

DOWNTOWN FAÇADE ENHANCEMENT APPLICATION

Project Name_____

Applicant Business_____

Contact Person_____

Address_____

Phone Number_____

Email Address_____

Total Amount of Grant Funding Requested \$_____

Please note that Village employees and members of their households are not eligible to receive grant funds from this program

Please review the Downtown Façade Enhancement Program Guidelines for complete details

Project Description: Please describe the building enhancements planned for this project and attach the typed description to this application. Please include photos of the existing conditions, a scaled rendering of proposed work, and a detailed cost estimate from a qualified third party (two estimates if project is over \$3,000).

Completed applications must be submitted to:

Shannon Shulters

Village Administrator

219 Chestnut Street Swanton, Ohio 43558

Email: admin@villageofswantonohio.us

Eligible items:

Eligible improvements include all exterior improvements to the appearance of an eligible downtown building front façade. These improvements include:

- Masonry work (*brick cleaning, brick sealing, tuck pointing, replacement*)
- Exterior Signs (*installation of new or repair or replacement of legally installed and mounted signs*)
- Awnings, canopies, or sunshades (*installation of new or repair or replacement of fixed awnings*)
- Painting or exterior surface treatment (*stucco, tile, stone, or brick replacement or repair*)
 - Colors to be approved by the Downtown Design Review Board
- Outdoor lighting (*installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures*)
- Replacement or repair of windows and doors
- Replacement, repair or restoration of cornices, eaves, parapets and other architectural features
- Entranceway modifications which improve the appearance and or access to the building
- Restoration of historic features
- Redesign and reconstruction of the store front. Eligible projects must be visible from the public right-of-way. Improvements to building interiors and/or facades not visible from the public right-of-way are not considered eligible.

Ineligible Items:

Funds may not be used for improvements that are not permanent, mounted, or affixed to the building or the sidewalk. Ineligible uses include but are not limited to:

- Portable signs, such as sandwich board or A-frame; signs not mounted or attached to storefronts
- Flags or banners
- Benches and trash receptacles
- Sidewalk repair
- Furnishings or equipment
- Landscaping
- HVAC repair
- Operating funds

Other projects will be evaluated and considered on an individual basis.