

## City of Ardmore



### Facade Grant Program Guidelines

The City of Ardmore, in its continuing effort to support the development of the downtown district, has created a Facade Grant Program for all business owners and operators within the designated downtown district. The Façade Grant Program was established to encourage economic growth, to stimulate private investment and help create a more inviting downtown area. The following information outlines the details of the Façade Grant Program.

#### **What is the Façade Grant Program?**

The City wishes to encourage and support building and/or business owner investment in the improvement of their existing buildings. The Facade Grant Program is a process where the City will provide 50% reimbursement of the funding for the actual project cost up to a \$5,000.00 maximum, for eligible improvements to the appearance of a building façade in the designated downtown district. The applicant is reimbursed once the improvements are completed in accordance with program guidelines. The building or business owner must apply for and be approved for the program before doing the work in order to receive the grant. The following provides the program's criteria for eligibility and the approval process.

#### **Eligible Properties and Applicants**

1. At this time, eligibility is limited to any building or structure located within the downtown district as defined in the attached maps of the downtown Historic Preservation District or the Ardmore East Main Streetscape.
2. Owners or tenants may apply for the facade grants; however, if applying as a tenant you must have the owner's signature on the application being submitted to the City. If a property has more than one owner, all owners are required to sign the application and agreement.

#### **Eligible and Ineligible Improvements**

1. Examples of **eligible** improvements for Façade Grant funding include:
  - a. Removing of false facades
  - b. Cleaning of brickwork, which includes chemical stripping, water wash, or scraping.  
**Power Washing or Sandblasting of façade will not be approved.**

- c. Repainting
  - d. Repair or replacement of windows and doors
  - e. New, repair or replacement of awnings
  - f. Structural repair
  - g. Exterior lighting
  - h. Historical reconstructions and replacement of original architectural details
2. Example of **ineligible** improvements, either in whole or in part, for Façade Grant funding, include:
- a. Power Washing or Sandblasting
  - b. Demolition of historic features
  - c. Roof repairs
  - d. Signs
  - e. Parking Lot Improvements

### **Time Limitations**

Façade projects must be completed within six (6) months after the applicant has been notified of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the Façade Grant Committee. Funds will not be released to the applicant if the project is not completed within the time period.

If the project has not commenced within six (6) months, the Façade Grant Committee reserves the right to distribute the awarded amount to another applicant.

### **Guidelines**

1. All applications must include a certificate of appropriateness from the Historic Preservation Board and a written report from a structural engineer that has been completed within the past six months. Please note that if the application is approved, the cost of the engineer's report will qualify for reimbursement.
2. All applications must be submitted, approved and the program agreement executed prior to the beginning of any construction.
3. Rehabilitation of a structure in Ardmore should be considered with respects to the architectural integrity of the entire front, retaining those elements that enhance the building.
4. All rehabilitation design proposals will meet the zoning, building, historic preservation design guidelines and fire code requirements of the City of Ardmore. All necessary building permits will be obtained.
5. Any exterior renovation proposal – from an entire façade rehabilitation to maintenance items, such as repainting or replacing building parts – is eligible for

funding, but top priority will be given to projects which will make a highly visible contribution (visible to the traveling public) to the revitalization of the district.

6. Retention and repair of existing cornices is strongly encouraged wherever possible. Re-creation of missing cornices should be done with care, using historic photographs as a guide.
7. Side elevations and rear facades should be treated as seriously as main facades. The development of rear or side entrances with appropriate design is encouraged and should follow the stated guidelines.
8. If an application is approved, all documents are executed, all rules are followed, and all work is completed on time, matching funds will be reimbursed for each project at a 1:1 dollar match with a maximum grant of \$5,000.00.

### **Application Process**

Applications for the Facade Grant Program can be obtained at the City Hall Annex, located at 15 1st Avenue SE, or online at [www.ardmorecity.org](http://www.ardmorecity.org). Completed applications will be accepted on a rolling basis from July 1 – December 1. After the application has been received, the Facade Grant Committee will consider the application and determine eligibility. If the application receives approval, the applicant must enter into an agreement with the City of Ardmore. Applications will continue to be accepted until all of the grant money that is available for the fiscal year has been awarded.

1. Owner/tenant completes the Application and attaches the following required documentation:
  - Certificate of Appropriateness from the Historic Preservation Board
  - Written structural engineer's report (completed within the last six months)
  - Proof of Property Insurance
  - At least two different 8 X 10 color photographs of existing building façade
  - Photos, plans, or sketches of proposed improvements
  - Quotes, fee proposal, and any other back up that supports the proposed budget
  - Owner's permission, if necessary
2. Owner/tenant submits the Application to the City of Ardmore, Façade Grant Committee.
3. The Facade Grant Committee reviews and approves or disapproves the application. The Facade Grant Committee reserves the right to approve or deny an application based on what is deemed to be in the best interest of the City, overall appearance and the historical preservation of downtown Ardmore. A notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted with modifications.

4. The Facade Grant Agreement must be signed upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the City of Ardmore.
5. ANY CHANGES TO THE APPROVED DESIGN MUST BE APPROVED BY THE HISTORIC PRESERVATION BOARD AND RE-SUBMITTED TO THE FACADE GRANT COMMITTEE PRIOR TO THE WORK BEING DONE.
6. As a condition of the grant and in consideration of the opportunity to apply for the grant, the applicant consents for the Community Development Department and/or a qualified representative to inspect the completed work. Once work is inspected, a check will be issued to the applicant for the actual project cost up to a \$5,000.00 maximum, provided the work is in accordance with the Agreement.
7. Grant funds will be made available on a reimbursement basis only. Upon project completion, copies of all the applicant's dated statements or invoices, with proof of payment must be submitted to the Community Development Department. The Community Development Department will review the application for payment and respond back to the applicant with ten (10) business days to identify any deficiencies in the payment request. If the application is in order, the applicant will be paid within thirty (30) days of approval from the Community Development Department.

### **More Information**

If you need more information or have questions about the Façade Grant Program, please contact Stephanie Keyser, City Planner, in the Community Development Department:

- by phone at (580) 223-3477
- by fax at (580) 221-7360
- by email at [skeyser@ardmorecity.org](mailto:skeyser@ardmorecity.org)
- or in person at the City Hall Annex, 15 1st Avenue SE

## City of Ardmore

### Facade Grant Application

*Please fill out this application completely and legibly.*

<b>Property Information</b>	Business Name	Telephone
	Physical Address	Fax

<b>Applicant Information</b>	Full Name	Telephone
	Mailing Address	Fax
	Email	Federal Tax ID Number

<b>Owner Information (if other than applicant)</b>	Full Name	Telephone
	Mailing Address	Fax
	Email	Federal Tax ID Number

<b>BUDGET WORKSHEET</b>		
Please use the table below to outline each proposed improvement and the associated cost.		
EX: WINDOWS	6 NEW CLERESTORY WINDOWS (12" X 24") FOR THE FRONT FACADE	1800.00
		<b>TOTAL</b>

**PLEASE ATTACH ADDITIONAL BUDGET WORKSHEETS IF NECESSARY**

**Proposed Facade Improvements** (please specify)

**Scope of Proposed Project** (include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors)

**Required Documentation** (these items **must** be submitted with the **signed** Application)

- Certificate of Appropriateness from the Historic Preservation Board
- Written structural engineer's report (completed within the last 6 months)
- Proof of Property Insurance
- At least two different 8 X 10 color photographs of existing building façade
- Photos, plans, or sketches of proposed improvements
- Quotes, fee proposal, and any other back up that supports the proposed budget
- Owner's permission, if necessary

By signing below, I acknowledge that I have read the Facade Grant Guidelines and I agree to comply with the guidelines and standards, Further, I assert that I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if other than applicant)

Printed Name: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_

State of Oklahoma    )  
  ) ss.  
County of Carter     )

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a Notary Public in and for Carter County, State of Oklahoma, personally appeared \_\_\_\_\_, the "Owner", known to me (or proved on the basis of satisfactory evidence) to be the person whose name is subscribed to within the instrument and acknowledged that he/she voluntarily executed the same.

In Witness Whereof, I have hereunto subscribed my name and affixed my official seal on the day and year last above written.

(SEAL)

\_\_\_\_\_  
Notary Public

Submit the completed Application, with all required documentation attached in person to the office of Community Development located at 15 1<sup>st</sup> Avenue SE.

Date Submitted: _____	Received by: _____
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: _____
Additional Comments: _____	
Completed Application Accepted By: _____	Date: _____
Facade Grant #: _____	Amount Requested: _____

---

Committee Action

Application Review Date: \_\_\_\_\_  Approved  Denied

Grant Amount Approved: \_\_\_\_\_

The application has been approved by the City of Ardmore for a Facade Grant in the amount of \_\_\_\_\_. This amount is to be reimbursed upon project completion, after copies of all the applicant's dated statements or invoices, with proof of payment have been submitted.

Approved on \_\_\_\_\_, by \_\_\_\_\_, Assistant City Manager.

Pre-inspection Date: _____	<input type="checkbox"/> Pictures Taken
Inspection Date: _____	<input type="checkbox"/> Pictures Taken
Final Inspection Date: _____	<input type="checkbox"/> Pictures Taken
Inspection Notes: _____	
Applicant Request for Reimbursement Date: _____	_____
	Applicant Signature
Date Approved for Grant Reimbursement on _____.	
Completed Application Sent to Purchasing for Reimbursement _____	_____
	Staff Signature