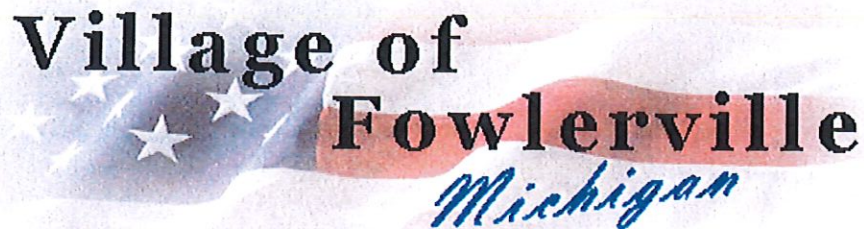


**VILLAGE OF FOWLerville
DOWNTOWN DEVELOPMENT AUTHORITY**

**FACADE IMPROVEMENT PROGRAM
Procedures & Guidelines**



Village of Fowlerville
213 South Grand Avenue
Fowlerville, MI 48836
517.223.3771
517.223.7435 Fax

Village of Fowlerville Downtown Development Authority Facade Improvement Program Description

In 2014, the Village of Fowlerville Downtown Development Authority (DDA) established the present Facade Improvement Program (FIP) to stimulate appropriate improvements to the exterior of downtown commercial buildings.

The DDA finds that the creating and maintenance of an attractive downtown is a public purpose which can be achieved in part through improvements to building facades. Downtown Fowlerville is pivotal to the economic health of the community because it's condition, whether perceived or actual plays such a large part in the impression that people have in the area. Fowlerville is the focal point of the community and any neglect will create an image of a deteriorating economic base. As a result, potential businesses may be discouraged from locating in Downtown Fowlerville and existing property owners may defer maintenance and reinvestment in the real estate.

The intent of the FIP is to strengthen the economic viability of downtown Fowlerville by providing financial incentives for improving the exterior appearance of its buildings. The FIP provides an opportunity to preserve the architectural heritage of downtown Fowlerville and enhance the unique atmosphere that the area provides to the community. It is important to the aesthetic enhancement of downtown that building best approach is through the preservation of a building's original architectural features.

Program Description

The Fowlerville DDA has created a FIP that is intended to stimulate facade design improvements to downtown buildings in a coordinated fashion, stressing overall compatibility with the historical significance and uniqueness of Fowlerville's downtown structures. The DDA will provide funds to purchase an easement over the improved facade which will be partial reimbursement to the applicant for the costs incurred to improve buildings consistent with the DDA Facade Improvement guidelines and the Applicant. *The Village Clerk will communicate the guidelines most appropriate for each building in the district based on period and style.*

Eligible Applicants

Owners, tenants with owner's approval, or both, who have structures located within the Downtown Development Authority Tax Increment Finance ("TIF") district may apply for FIP funds. A map of the DDA's TIF district is available at the Village Hall. Public agencies are also eligible to apply for FIP funds.

Eligible Buildings

Any existing commercial, retail or professional building located within the DDA district which is owned or used by an eligible applicant for commercial purposes is considered eligible for FIP funds. Public agency buildings are also eligible, however, the

DDA will give priority to commercial/income producing buildings over those owned or used by public agencies.

Grant Amounts

Subject to Fiscal Budget Year:

The Fowlerville DDA will reimburse the lesser of: (a) fifty (50%) percent of the cost of the eligible facade improvements (see paragraph 3.1); or (b) a maximum of \$2,000 per facade side (up to four (4) sides) for a maximum of \$8,000 per building of total eligible expense upon approval of the FDDA, or if the building is two stories or above, then the lesser of: (a) fifty (50%) percent of the cost of the eligible facade improvements (see paragraph 4); or (b) a maximum of \$4,500 per facade side (up to four (4) sides) for a maximum of \$18,000 per building of total eligible expense upon approval of the FDDA.

Eligible Improvements

DDA and/or it's Facade Work Group reserve the right to determine the eligibility of all items in a project's scope of work. This determination shall be conclusive and final.

All improvements must be permanent and fixed in type and/or nature. Improvements must meet all Village of Fowlerville's code requirements including zoning, building, and safety codes and the applicant must obtain any necessary permits.

Facade Improvements: Facade features eligible to be restores, renovated, or constructed include:

- Signage
- Exterior walls
- Windows
- Doors
- Storefronts
- Painting of exterior surfaces
- Cleaning and/or truck-pointing or brick and stone
- Entrance/Exit improvements (including ADA)
- Awnings*
- Exterior architectural features
- Exterior lighting*

*these items are closely examined through design guidelines and zoning ordinances

Improvements must be started within 60 days of approval and completed within twelve (12) months of commencement.

With all grant-funded projects, restoration is preferable to renovation. Restoration is the attempt to return the facade to

its original appearance through the use of authentic materials and the faithful replication of the building to conditions shown in old photos and records. Renovation projects should be sensitive to the historic appearance of the building, but may include modern materials and design elements.

Buildings on the State or National Register must be restored or rehabilitated according to the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. If your project does not fall under this category, please see the Fowlerville DDA's design guidelines.

Ineligible Job Costs

The applicant may not use grant funds for any of the following:

- Expenses incurred prior to FIP application approval
- Property acquisition
- Mortgage, land contract financing, or loan fees
- Site plan, sign or building permit fees
- Appraiser, attorney, architect or interior decorator fees
- Wages paid to applicant or applicant's relatives for work associated with the Facade Improvement Program
- Permanent job tools or those that have a shelf life longer than one year
- Furnishing, trade fixtures, or other items taxed as personal property
- Roofs, landscaping, sidewalks or approaches

FACADE IMPROVEMENT PROGRAM APPLICANT

please print clearly

Application Date: _____

Name of Applicant: _____

Mailing Address: _____

Telephone Numbers: _____

Project Address: _____

Building Owner (if different) _____

Owner Address: _____

Project Information:

- Provide a detailed description and include cost breakdowns by major categories such as architectural fees, engineering fees, signs, awning, repair, carpentry, electrical, plumbing, etc., as an attachment to this Application.
- Include all project bids with complete cost estimates when submitting application for review.
- Attach at a minimum one (1) color photocopy image of the existing facade(s) to improve.
- Attach one (1) copy of the project design for exterior improvements for each side.

Proposed project start date: _____

Proposed completion date: _____

Project will involve the building's following facade sides: *Check all that apply.*

Front _____
Side(s) _____ R _____ L
Rear _____

Estimated total dollar amount of the improvement project: _____

Estimated grant amount requested: _____

The undersigned applicant(s) affirms that:

1. The information submitted herein is true and accurate to the best of my (our) knowledge.
2. I (we) have read and understand the conditions of the FDDA Facade Improvement Program and agree to abide by its conditions and guidelines.

Signature of Applicant(s)

Date: _____

Date: _____

Signature of Property Owner(s) if different from above

Date: _____

Date: _____

Village of Fowlerville
Downtown Development Authority
Facade Improvement Program
Application Procedures Checklist

Grant Process:

- _____ Contact Fowlerville Village Hall, 213 South Grand Avenue, Fowlerville, MI 48836 for the Facade Improvement Program Application Packet and Guidelines between 8:00 a.m. and 5:00 p.m., Monday through Friday
- _____ Completely read description, application and checklist provided by the DDA
- _____ Contact the Village Clerk at 517.223.3771 ext. 14 or visit the Village Hall to pick up any permits you may need to evaluate your Facade Improvement process, i.e., sign permits, building permits, electrical, etc.
- _____ Attach copies of all permits for the project to the FIP application for Board review.
- _____ Village Clerk has signed off on the project (if applicable): *initials* _____
- _____ Fill out the application and return it to the Village Clerk at Village Hall with all requested supporting material. No applicant will be reviewed at the DDA meeting without having first contacted the Community Development Director to evaluate property completion of all paperwork. Submissions due no later than the 3rd Friday of the prior month for consideration at the next scheduled DDA meeting.
- _____ Clerk to confirm all real and personal property to any unit of government and utilities owed to Village are paid in full before proceeding with the Application.
- _____ If the Clerk feels it necessary to call on the Facade Work Group, comprised of members of the DDA Board, to assist in evaluating the FIP application and supporting material a meeting will be scheduled prior to the regularly held DDA meeting. This situation would only be required in rare circumstances but may require additional time.
- _____ Clerk reviews all application material and then forwards the recommendations on to the DDA at the following DDA Meeting held on the 1st Wednesday of the month at 7:30 a.m. in Council Chambers at Village Hall. Applicants are encouraged to attend the meeting to answer any additional questions that may arise.
- _____ The DDA reviews project submitted and approves or denies funding. Applicant receives a letter committing funds or conditions for receipt of funding if approved.
- _____ Applicant must commence project within 60 days of receiving grant approval and

complete project within 12 months. If this time line cannot be met, applicant must return to the DDA in verbal or written format and request re-evaluation and extension.

_____ **Any modification** (unplanned, unforeseen, or otherwise) to the approved application must be authorized by the Village Clerk who may refer a decision to the DDA.

_____ Once the applicant has completed the Facade Improvement and has collected all of his/her receipts, they must be presented to the Community Development Director by the second Thursday of the month to be included in the monthly DDA meeting for review. DDA reviews paid receipts at the scheduled meeting and votes on the amount to be awarded for the grant.

_____ Village Treasurer writes a check from the DDA account within 30 days and it is mailed to the address provided on the application, after again confirming that all real and personal property or utility tax bills are paid current.

NOTE: Project will not be considered for funding if:

- **Application process is not complete prior to the beginning of construction**
- **All documentation requested in the application is not provided**
- **Final financial report is not complete with required documentation**
- **The property's taxes and other City accounts are not current.**