



FAÇADE IMPROVEMENT GRANT PROGRAM

PROCEDURE

_____ 1. Thoroughly review all information, including the Eligibility Guidelines and the Terms and Conditions.

NOTE: This program is a matching *reimbursement* program; therefore, all projects must receive approval from the City Council **BEFORE** any construction expenses are incurred.

_____ 2. Take photograph(s) of existing conditions.

_____ 3. Complete the application form.

_____ 4. Obtain a sign permit or building permit from the Zoning/Codes Administrator at Perry County Government Building, 3764 State Route 13-127, Pinckneyville, IL 62274 (618-357-2940) if applicable.

_____ 5. Include in your application:

- () 3 cost estimates, on vendor letterhead. (Local contractors are preferred but not required)
- () detailed sketch of proposed improvements and photos of existing conditions.
- () letter of request including description of activities of the project, with specs.
- () Property Owner Release Form (if appropriate).

_____ 6. Submit all of the above for review to:
Development Coordinator, Carrie Gilliam
City of Pinckneyville
104 South Walnut Street
Pinckneyville, IL 62274
[618-357-8775](tel:618-357-8775)
Fax: [618-357-3008](tel:618-357-3008)

_____ 7. Attend City Council meeting – the council will approve or deny the application

NOTE: The Development Coordinator or City Council may request additional information from an applicant to further define or clarify his/her specific project.

Upon completion of the FACADE IMPROVEMENT PROJECT (within 60 days of City Council approval):

_____ 7. Gather all paid receipts from bona fide contractors or trades people, including proof of payment (i.e. canceled check, vendor receipt, etc). These are necessary for grant payments to be made.

_____ 8. Take photographs of completed project.

_____ 9. Provide letter requesting reimbursement, photographs of completed project and signed approved application to City's Development Coordinator.



FAÇADE IMPROVEMENT GRANT PROGRAM

APPLICATION

PROJECT INFORMATION:

Applicant Name: _____

Project Address: _____

Business(s) to be effected by this project: _____

Have you received any funds from the City of Pinckneyville in the past? Yes _____ No _____

If Yes, please state amount received and from what funding source: _____

CONTACT INFORMATION:

Contact Name: _____ Day phone #: _____

Mailing Address: _____ E-Mail : _____

Is the applicant the owner of the site to be improved? Yes ___ No ___ (attach Property Release Form)

Briefly describe the Façade Improvement project: _____

Expected start date of construction: _____

Expected completion date (no later than 60 days from start date): _____

Estimated Total Project Costs: _____

Grant Request: \$ _____ (1/2 total cost or up to \$10,000 maximum, whichever is lower)

I hereby acknowledge that I understand and accept the Terms and Conditions of the Façade Improvement Grant (FIG) Program. This signature indicates my intent to meet the specified Terms and Conditions if this application is approved. I further understand that, upon grant approval, this project will be approved for payment only in strict accordance with City approved Façade Design Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

Applicant Signature: _____ Date: _____

Include: () 3 estimates () sketch and photos () letter of request () Property Owner Release (if appropriate).

(For Office Use Only)

Date of Review Committee Approval _____



FAÇADE IMPROVEMENT GRANT PROGRAM

STATEMENT OF TERMS AND CONDITIONS

PROGRAM DESCRIPTION

The City of Pinckneyville's Façade Improvement Grant Program was created as part of an overall redevelopment program to improve the quality of life for our downtown businesses and visitors. The program is designed to assist property and business owners in rehabilitating the commercial façades of their properties for the purpose of creating a positive visual impact, stimulating private investment, and complementing other community revitalization efforts. Participants are eligible to receive a 50/50 matching grant, up to \$10,000, for design improvements to commercial properties within the Business District (see attached map) upon the completion of their project. Applications are available from the Economic Development Office at City Hall located at 104 South Walnut Street.

SELECTION CRITERIA

1. Eligible applicant.
2. Eligible location in “Business District” area.
3. Project site a qualifying structure.
4. Eligible activities.
5. Conformance to design standards and guidelines (aka “Façade Improvement Guidelines”).
6. Reasonable and verifiable cost estimates of eligible activities.

NOTE: Within the above framework of criteria, grants will be issued on a first-come, first-served basis. As a general rule, this Program will allow one grant per property.

ELIGIBLE APPLICANTS

Property owners and business owners/tenants lessees, with written authorization of the property owner, in the Pinckneyville Business District area may be eligible to participate in the program. A business owner must have a current lease with a minimum of five (5) years remaining or have been operating in Pinckneyville for more than one (1) year. All real property taxes must be paid in full. Grants are made only in connection with a qualifying structure and for eligible activities that conform to design standards. **The following types of projects are specifically excluded:**

- New Construction
- National Franchises
- Government offices and agencies
- Properties entirely in residential use
- Projects that are inconsistent with the goals of the business district plan and the City's Comprehensive Plan
- Properties that have received grants from the City's Façade Improvement grant within the last 5 years

ELIGIBLE PROJECT LOCATION

The project site must be located in the designated “Business District” area. The description of this area appears below. Also, a map of the designated area is included.

The Business District consists of all or portions of two hundred thirteen (213) properties within the City of Pinckneyville, as well as the abutting public rights of way. The Business District is that portion of the City generally bounded on the northwest by the Canadian National Illinois Central Railroad, then south east approximately 2300 feet to Mildred Drive, then east approximately 2,985 feet to Perry Street, then north approximately 365 feet, then east across the parking lot to Walnut Street, then south to Laurel Street, then east to Gordon Street, then south approximately one-half block between Laurel Street and Jackson Street, then west to Locust Street, then south to Water Street, then east along Water Street/State Route 154 to the western property line of McDaniel Furniture, then north to the northern property line of McDaniel Furniture, then east to Epplin Lane, then south to State Route 154, then east along State Route 154 to

Sap Road, then south to the gravel road, then west to Holt's Prairie Road, then north to State Route 154, then west along State Route 154 to the eastern property line of the TUMS Building, then south to the southern property line of the TUMS building, then west to the western property line of the TUMS Building, then north to State Route 154, then west along State Route 154 to Locust Street, then south to the end of Locust Street, then east to First Street, then south to Randolph Street, then west approximately 385 feet, then south approximately 225 feet, then east approximately 115 feet, then south to South Street, then west approximately 115 feet, then south approximately 410 feet, then west approximately 70 feet, then south to Hawkins Street, then east along Hawkins Street for approximately 255 feet, then south to the Illinois Central Gulf Railroad, then Northwest along railroad tracks to Brown Street, then east approximately 200 feet, then north to South Street, then west approximately 100 feet, then north to Randolph Street, then west approximately 120 feet, then north to Mulberry Street, then west to Mill Street, then north to Water Street, then west to the Missouri Pacific Railroad, then southwest along the railroad tracks approximately 1,795 feet, then north approximately 540 feet, then west approximately 250 feet, then north to Water Street, then east to the Canadian National Illinois Central Railroad; the boundary of this District contains the commercial center of the community, as well as properties which could be redeveloped for commercial use.

QUALIFYING STRUCTURES

Qualifying commercial properties include single-purpose retail and office buildings, and mixed-use buildings containing combinations of retail, office and residential apartments. Structures that are wholly residential shall **not** qualify.

ELIGIBLE ACTIVITIES

Eligible activities may involve the major maintenance, repair, general rehabilitation, and restoration of commercial storefronts and upper story facades. It may also include the removal and replacement of commercial signs and awnings. Specifically, eligible activities include the following types:

1. BRICK AND STONE MASONRY

- Structural repairs, cleaning, repointing, and painting

2. ARCHITECTURAL METALS

- Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin

3. DOORS AND UPPER WINDOWS

- Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements

4. EXTERIOR WOODWORK

- Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding

5. STOREFRONTS

- Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting

6. SIGNAGE

- Maintenance, repair, removal, and/or replacement; lighting. (Note: The Review Committee reserves the right to recommend alternative styles, colors, etc., and to approval/deny signs that they feel to do not complement the style of the building or the aesthetics of the downtown streetscape.)

7. PAINTING

- Surface preparation, cleaning and painting

8. AWNINGS

- Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear, as determined by the Review Committee. (Note: The Review Committee reserves the right to recommend alternative styles, colors, materials, etc., and to approval/deny awnings that they feel to do not complement the style of the building or the aesthetics of the streetscape.)

9. HANDICAPPED ACCESS PROJECTS

- Ramps, thresholds, entrances (only in conjunction with other design improvements)

Disclaimer. The City of Pinckneyville disclaims any responsibility for ensuring that improvements undertaken through its Facade Improvement Grant Program comply with the requirements of ADA. Owners should seek their own legal-architectural-engineering advice concerning ADA compliance. Receipt of approval of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Further, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, architectural matters or the like.

Projects NOT eligible under this funding include the following:

1. Interior work.
2. Removal of architectural details.
3. Covering of stable architectural details.
4. Parking Lot Paving.
5. Installation of Seasonal Planting or Seasonal Landscaping.
6. Refinancing Existing Debt.
7. Energy conservation measures that do not enhance the facade.
8. Facades that do NOT face a main artery (Main, Water, Walnut, State Route 154 & 127, Kennedy, etc).
9. Improvements made prior to grant approval.

DESIGN GUIDELINES

To facilitate applicant compliance with design standards, City of Pinckneyville has adopted general guidelines pertaining to the preservation, maintenance, repair, or replacement of building components, such as masonry, wood, architectural metals, windows, entrances and storefronts. The basis for these guidelines were adopted from the Secretary of the Interior’s Standards for Rehabilitation. The City Council will review and comment on all submitted projects in terms of these design standards and guidelines.

TERMS FOR REIMBURSEMENT

The objective of the City of Pinckneyville design grant program is to encourage and facilitate appropriate design improvements to, and in conjunction with, commercial properties, taking into consideration the historic, architectural and site character of subject properties.

Grants are awarded only for completed projects that have been carried out in conformance with the City of Pinckneyville's approved design plan. (Funds will not be disbursed until work is completed). To be eligible for grant funding, projects must receive the City of Pinckneyville's authorization prior to the start of project activities.

Projects must be completed within 60 days from the date of City Council approval. (In certain extenuating situations, the City may consider extending that deadline, if the request is submitted at the time of application, or immediately upon the occurrence of extenuating circumstance).

The City of Pinckneyville shall disburse authorized grant funds on the Friday following the council meeting approving the the completed project. Project completion shall be considered coincident with completion of authorized activities, as evidenced by the applicant's submission of paid receipts to the City of Pinckneyville. The specific amount of the final grant award shall be determined from examination of paid project receipts from bona fide contractors or trades people.

(Façade Application Process & Eligibility-Updated 3/7/2013)



FAÇADE IMPROVEMENT GRANT PROGRAM

Property Owner Consent Form

Program Applicant: _____

Property Address: _____

Description of Project: _____

Estimated Project Start Date: _____

I, _____, as owner of the above property, do give my consent for this project to occur, holding the City of Pinckneyville, and its agents, harmless of any and all liability that may arise from the implementation of this project or the City's Facade Improvement Grant Program.

(Signature)

(Date)



State of Illinois

County of _____

Signed or attested before me this _____ day of _____, 20____,

by _____.

(SEAL)

Illinois Notary Public