



Phone: (269) 756-9221

Fax: (269) 756-3031

**DOWNTOWN DEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT PROGRAM
APPLICATION FORM**

1. APPLICANT INFORMATION

Name: _____

Address: _____

Phone #: _____

e-mail address: _____

2. BUILDING INFORMATION

Location: _____

Owner: _____

Leased: Yes _____ No _____ Lease expires: _____

Will this project result in a change of use for the building? Yes ___ No ___ If yes,
please describe change:

3. PROJECT DESCRIPTION

Describe in detail the proposed scope of work. Attach any architectural sketches or drawings if applicable. _____

4. PROJECT COST

Provide a breakdown of anticipated costs by category (ie: painting, labor, supplies, equipment, etc.) _____

TOTAL COST: _____

ANTICIPATED START DATE: _____ COMPLETION DATE: _____

CONTRACTOR BID #1 _____ CONTRACTOR

BID#2 _____

(a minimum of two contractor bids is recommended)

5. OTHER REQUIRED DOCUMENTS

Property Deed and proof of Property & Liability Insurance

I/We certify that all the information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Three Oaks DDA Façade Improvement Program. I/We understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification which would require the immediate repayment of any funds previously disbursed.

Applicant Signature

Date

Applicant Signature

Date

- All required permits must be obtained prior to work beginning.
- All work must be completed within 90 days of approval.
- An additional 30 days can be requested for unforeseen circumstances. The request must be in writing and must be approved by the DDA.
- Paid receipts must be submitted at time of completion.
- After inspection and approval by the DDA, reimbursement funds will be disbursed.



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DDA FAÇADE IMPROVEMENT PROGRAM

OVERVIEW

The Three Oaks Downtown Development Authority (DDA), in partnership with the Village of Three Oaks (Village), has created a Downtown Façade Improvement Program that's intended to further the goals of the Downtown Development Plan to improve the overall business climate of the DDA district; improve the general appearance and visual amenities in the district; preserve buildings with unique features or character; and, provide assistance to small business owners.

GENERAL REQUIREMENTS

Only buildings with retail, commercial, or professional uses consistent with downtown land uses are eligible.

Building owners or tenants are eligible. If a tenant applies for assistance, he/she must provide written proof that the owner has authorized proposed improvements.

Applicants will be required to complete an application form provided by the DDA.

Applicants are required to fund the project. At the completion of the project, the DDA will provide 50% of the total cost.

All required municipal/governmental permits must be obtained prior to the start of construction. The Village of Three Oaks 2050 Plan recognizes that the downtown establishes the character and image of the community and encourages the maintenance and enhancement of the downtown's historic building facades. Therefore, design improvements must be consistent or compatible with the historical significance and uniqueness of the Village's structures.

When possible, restoration to original appearance is encouraged, using authentic materials for faithful replication of missing parts.

Applicants are responsible for construction management and completion of all contracted work.

Property improvements must be completed within (90) days

Upon completion of the work, paid receipts must be presented to the DDA.

After inspection of property to insure that the completed work complies with the application submitted to and approved by the DDA, agreed 50% reimbursement will be made.

The DDA reserves the right to modify, return or deny any application for a grant.

ELIGIBLE PROJECTS

Americans with Disabilities Act related building upgrades.

Repair to exterior facades, including front and rear entryways and outdoor seating areas. Side facades if they are visible to the public.

Restoration, repair or replacement of doors and windows.

Restoration, repair, or replacement of exterior walls, chimneys, or other architectural elements.
Improvements to restore historical significance to buildings, including removal of after-installed facades which cover original architectural details.
Masonry repair, cleaning, or tuckpointing
Painting as part of a comprehensive façade improvement project.
Aesthetic improvements such as exterior lighting, or awnings with no text, images, etc.

INELIGIBLE PROJECTS

It is not the intent or purpose of to subsidize routine maintenance projects
Public buildings are not eligible
Costs incurred before final grant approval by DDA
Costs paid by applicant for merchandise or in-kind services
Labor paid to applicant, family members of applicant, or employee of applicant
Roof repair or replacement
Vinyl or Aluminum siding Mechanical systems
Parking such as resurfacing, painting, or stripping of parking lot/spaces or creation of new spaces
Signage or awning with lettering or images
Repair or creation of features not compatible with original architecture
Any interior work
Purchase of any furnishings or equipment
Residential or living space of any kind

PROJECT REVIEW AND SELECTION PROCESS

Façade Review Committee members and Village staff will work closely with property owners and tenants to determine initial eligibility under program guidelines. When the scope of work has been determined, the applicant will present the project to the Façade Review Committee. The Committee will meet as needed to provide input, make suggestions, and approve or deny individual projects. Funds will be awarded depending on the amount of funds available in the DDA Program at the time.

RIGHTS RESERVED

The Three Oaks DDA reserves the right to reject any and all applications. The specific program guidelines detailed herein are subject to revisions or amendments by the Façade Committee. The Three Oaks DDA may discontinue this program at any time.