



FAÇADE GRANT APPLICATION

OVERVIEW

The Royal Oak DDA seeks to maintain and improve quality of life for its citizens and business owners by fostering economically viable and visually appealing commercial districts. To help reach this goal, the Royal Oak DDA has established a Façade Grant Program to reimburse applicants for approved façade work on downtown buildings. Approved applicants shall be reimbursed 50% of the eligible costs of façade work up to \$10,000 upon completion of the project.

PROGRAM OBJECTIVES

- To maintain high-quality design standards by investing in existing building stock that contributes to an exciting and inspiring downtown experience for residents and visitors.
- To assist in the maintenance and preservation of Downtown Royal Oak's buildings to safeguard property values and support an attractive downtown where businesses would like to locate.
- To contribute to a unique sense of place that helps promote the downtown district.

PROGRAM ADMINISTRATION

The program will be administered by the DDA's Infrastructure Committee and will offer financial assistance to commercial property owners and business owners within the DDA District seeking to renovate or restore the exterior of their buildings.

Applications will be selected by the Infrastructure Committee, comprised of representatives from the Royal Oak DDA, and must be based on meeting the objectives of the program. Applications will be accepted on a rolling basis throughout the calendar year or until the annually allocated funds for the program have been depleted.

Funding for façade projects will be paid via a reimbursement of completed work. Only after the applicant has paid for the work will the applicant be reimbursed for the granted dollar amount.

The DDA's grant funding will be allocated to façade work (including windows and signage) in the form of 50/50 matching grants to business and property owners with a maximum grant funding request not to exceed \$10,000.

APPLICATION MATERIALS

The improvement application must include:

- Application completed and signed.
- An informal sketch or architectural rendering of the proposed improvement(s).
- Any proposed paint, awning, samples, etc.
- Pictures of existing façade and proposed improvement areas.
- A current price quote for the proposed project from either an architect or licensed contractor/vendor.
- Designs for signage on the building- See signage form.

Any costs incurred by the applicant in obtaining the drawing and quote shall be the sole responsibility of the applicant. If the applicant meets all building code requirements (as confirmed by the City's building department) he/she may perform the work themselves.

For those applicants wishing to make the façade improvements themselves, the grant will cover ONLY the cost of building materials necessary for the approved façade improvement project. The applicant shall be responsible for submitting actual/original receipts of materials purchased prior to grant funds being released.

ELIGIBILITY CRITERIA

Any property/building owner, or business owner owner/tenant with written authorization from the property owner can apply for funding assistance. Funds may not be disbursed until receipts of payment is submitted and permits are finalized and approved.

- All proposed projects must follow the current City of Royal Oak codes, including but not limited to: building codes, property maintenance codes, historical codes, Sign Ordinance, DDA Downtown Design Guidelines, and any applicable zoning codes.
- This program is for properties located in the DDA District.
- Applicants can be property owners or tenants with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application).
- Taxes for property must be up-to-date including personal property taxes, and bills and fees owed to the City, if applicable.
- Applicants who are currently receiving assistance through the DDA TIF Program are ineligible for this program.
- Additional criteria may be established by the DDA Board of Directors.
- There must not be any pending litigation against the City by the applicant.

Priority will be given to new or expanding retail businesses.

ELIGIBLE IMPROVEMENTS

The following are the types of projects that are eligible for funding:

- Removal of materials which cover original architectural details
- Repair and/or restoration of original architectural details
- Replacement of original architectural detail
- Replacement or repairing brickwork, plaster, or wood siding, including painting, cleaning and repainting.
- Replacing, repairing, or relocating storefronts, doors, windows, parapets or cornices, including the removal of extraneous elements or inappropriate or incompatible exterior finishes and materials
- Window repair or replacement including window framing
- Repainting and repair of façade
- Changes of exterior lighting and additional exterior lighting
- Repairs, addition, or installation of awnings, only when in conjunction of a comprehensive exterior improvement plan.
- Installation or improvement of permanently installed signage, only when in conjunction of a comprehensive exterior improvement plan. Signage must be a permanent installed feature of the façade and may not be portable or removable.

Other improvements can be made if they meet the objectives of the program and have prior written approval from the DDA. The DDA Board exercises sole discretion in the approval of design features, colors, and elements.

INELIGIBLE IMPROVEMENTS

The following improvements do not qualify for the Façade Grant Program:

- Improvements made prior to DDA approval
- Expenses incurred prior to DDA approval
- Residential properties, excluding mixed use
- Property acquisition
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant's own labor)
- General or routine maintenance and cleaning
- General business operations expenses (payroll, taxes, utilities, ext.)
- Interior rehabilitation unless deemed essential with regards to the building's façade improvement
- Interior decoration (i.e. wallpaper, paint, light fixtures, furniture, ext.)
- Planting or landscaping
- Loan fees, mortgage/land contract refinance
- Appraiser, attorney, interior decorator or designer fees
- Site plan, building or sign permit fees

SIGNAGE DESIGN GUIDELINES

A Façade Grant Application must include photographs of the building's current signage, which will be evaluated by the DDA. The DDA may request an upgrade to signage for a façade grant application to qualify for funding. New signage may be included in the cost of the façade grant project. Nonconforming signs will be required to be removed. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.

- Signs should fit within the existing features of the façade and should not cover architectural elements.
- Sign color, shape, materials, and sizes should reinforce the overall composition of the façade.
- Signs should be made of high quality materials.
- This Façade Grant Program encourages the use of creative, artistic, and unique signs that will enhance downtown Royal Oak's individual building facades and the commercial district.

CHANGES TO PROJECT AFTER APPROVAL

Any revisions, changes, additions, or subtractions to the approved scope of work will result in the applicant being ineligible for grant funds unless prior authorization is given by the DDA Board. Request for revision must be submitted in writing to the DDA Board accompanied with proposed changes. All proposed changes must be compliant with the current City of Royal Oak codes, including but not limited to: building codes, property maintenance codes, historical codes, DDA Downtown Design Guidelines, and any applicable zoning codes. The applicant should anticipate a review and evaluation turn-around time of approximately thirty (30) days.

Work must be completed within one year of approval. Extensions must be granted by the DDA board before the expiration of the approval.

An unexpected change in ownership/tenant/occupant of the building after approval but before completion may disqualify the agreement for grant funding.

PROJECT COMPLETION- SUBMITTING FOR REIMBURSEMENT

When the project is completed, the applicant must notify the DDA. The item will be scheduled for review at the following infrastructure committee meeting and then be presented at the next meeting of the DDA Board. The Board will consider disbursement of funds based on the submitted materials and adherence to the approved project.

Materials to be submitted when project is complete:

- Proof of payment- The grant amount may be adjusted based on changes in cost.
- Proof of approved inspections by the building department- All permits relating to the project must be finalized.
- Photos of the completed work to ensure that the project adhered to approved design. Photos must be thorough, detailed, and complete.

If the board finds these materials to be compliant, funds may then be disbursed in accordance with the City's accounts payable schedule.

Site Address:		Parcel ID#	
APPLICANT INFORMATION		PROPERTY OWNER INFORMATION	
Business Name:		Name of Company:	
Contact Person:		Contact Person:	
Contact Address:		Address:	
Phone:		Phone:	
Email:		Email:	

Anticipated Project Start Date: (mm/dd/yyyy)	Anticipated Project Completion Date: (mm/dd/yyyy)

ELIGIBILITY QUESTIONS		
Is the property delinquent on property taxes, water bills, or any other fees/bills owed to the city	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there any pending litigation against the city by the applicant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do the proposed changes to signs and facades comply with all applicable codes, ordinances, laws and regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property within the boundaries of the DDA District?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will signage upgrades be included in the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any outstanding code violations on the property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the applicant a property owner or a tenant with a minimum of two years remaining on their lease, or have an option to renew their lease with written permission from property owner (include letter with application).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPOSED FAÇADE IMPROVEMENTS		
Height of Façade:	Width of Façade:	Façade Square Feet:
Current Façade Materials:		
Description of Scope of Work:		

Please select the proposed items for improvement below:

	Awning		Architectural Accents		Building Expansion/Add.
	Doors		Energy Efficient Lighting		Facade Renovation/Restoration
	Masonry Repair		New Building Construction		Paint
	Signage		Windows		Other (Sustainable Activities)

Please indicate other sustainable activities if applicable:

Estimated Cost of Proposed Façade work: **\$**

Applicant must submit cost estimates for the proposed scope of work from a licensed contractor or materials provider.

SIGN IMPROVEMENT INFORMATION (IF APPLICABLE)

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Nonconforming signs will be required to be removed. Proposals for signage upgrades that are included in the façade project must comply with all applicable codes, ordinances, and regulations. Special consideration for projects will be given to signage upgrades that include projecting signs and pedestrian-scaled blade signs.

Number of Signs:		Cost of New Signage:	\$
Type of New Signage:	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Projecting Sign		
Will the sign be illuminated?			

If yes, how?:

Please submit renderings of each sign and where they will be placed on the building.

If you do not plan to change the signage, submit photos of your current signage.

TOTAL COSTS AND GRANT REQUEST

Cost of Façade Improvement:	+	Cost of Sign Improvement:	=	Total Cost of Improvement Project:
\$		\$		\$
Amount Requested (50% of Total Cost, not to Exceed \$10,000):			\$	