



Facade Improvement Program Application for Participation in 2019

Program Overview

- o 50/50 matching grant that requires 50% owner match
- o Grant award up to \$10,000 for single tenant commercial property (\$20,000+ project)
- o Grant award up to \$15,000 for multiple tenant commercial property (\$30,000+ project)
- o Grant funds will be issued on a reimbursement basis upon completion of the project
- o The program will be in place as long as funding is available
- o Applications meeting all eligibility requirements will be **considered** on a first-come basis.
- o All projects must be completed by November 30, 2019
- o Recipients from 2017/2018 program are not allowed to apply until July 1st 2019

Eligibility Requirements

- o Property must have frontage along SW 9th Street between Davis and Bundy St. (Just South of Army Post Road)
- o Commercial and Mixed Use Properties are eligible
- o Property owned by non-profits are eligible (excluding churches)
- o National franchises are eligible if locally owned
- o Primarily Residential Properties are NOT eligible
- o Property must be in compliance with current commercial zoning
- o Property/owner must be current on property tax payments and have no outstanding City or County fees or assessment
- o Property/owner should not have any other public or private liens or claims or pending legal action except mortgage liens
- o If a business tenant is the applicant, the application must also include a letter of support from the property owner and demonstrate that the tenant has a current signed lease of 2 or more years
- o All projects must comply with all applicable building permit, site plan, landscape, and zoning requirements

Eligible Uses for Matching Grant

- o Exterior property improvements that are visible from the street, roofs if visible from the SW 9th street at the discretion of approval from the Friends of SW 9th committee
- o Parking lot improvements are eligible but the project must also include improvements to the building and/or substantial improvements to the landscaping
- o Demolition is eligible if part of a redevelopment project that will replace lost tax base, will have a taxable value (not be tax exempt), and the redevelop project will be completed within 1 year
- o Up to 10% of the total grant award may be applied to architecture/engineering/design services as part of the total project cost if the project is completed within six months unless written approval for extension is granted by the façade committee
- o No reimbursement for self performed work, 100% of materials with submission of itemized receipts
- o Personal exit interview with committee member and owner before funds are released

Program Coordination

- o Applications will be submitted to **Friends of SW 9th** for review and approval by a review committee
- o Grant agreements and project eligibility will be coordinated and decided by the Friends of SW 9th
- o All invoices must be submitted to **Friends of SW 9th** and the project must be 100% complete and pass inspection before a reimbursement check will be issued
- o City of Des Moines will have final approval.

Submit Application to: Friends of SW 9th St
3305 SW 9th Street, Des Moines, Iowa 50315
Bill Hansen, Email: hansen@networkiowa.com

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It is the applicant's responsibility to pull all required permits and schedule all necessary inspections before re-imbusement payments can be made.

*Restaurants and bars may be subject to compliance with the Fats, Oils and Grease Interception Program as regulated by the Wastewater Reclamation Authority based on the extent of the work proposed. Questions can be directed to Jason Merk (WRA) at 515-323-8123.

**If a property is vacant and will be re-occupied using this program, the property may also be subject to compliance with current site plan regulations. Questions may be directed to either Frank Dunn-Young at 515-283-4743 or Jillian Sommer at 283-4581.

***Any site related improvements made under this program may need to conform to the requirements of an approved site plan if one exists for the property and is on file with the Permit and Development office. Questions may be directed to either Frank Dunn-Young at 515-283-4743 or Jillian Sommer at 283-4581.

The permitting process:

- A) **Plans must be developed showing as much detail about the project as possible. Plans must be to scale.**
- B) **Two copies of the plans must be submitted to the Permit and Development Center for initial review.**
- C) **Once the initial review is completed (typically within 15-20 working days), comments will be given back to the applicant addressing any code related concerns that need to be changed or modified.**
- D) **Plans may need to be modified and re-submitted for further review.**
- E) **Once all concerns have been addressed, the permit will be issued.**
- F) **The project can then commence. Project duration is a maximum of 6 months. Additional time to complete the project may be requested of the SW 9th Committee prior to starting the work.**
- G) **Permit and Development Center staff will advise at the time of permit issuance when inspections must be scheduled.**
- H) **All permits will need to be closed before re-imbusement payments can be made as a part of this program.**

Contact Permit and Development Center Staff with questions at 515-283-4200.

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The Friends of SW 9th Façade Improvement Program is funded by City of Des Moines and Polk County and administered by Friends of SW 9th St. For information regarding the program, please contact: Bill Hansen Email hansen@networkiowa.com. Funds are given on a first come, first serve basis.

All projects must be completed November 30, 2019.
Please do not apply if you do not believe you could achieve this deadline.

Property Address: _____

2. Name or Description of Building _____

3. Original Construction Date: _____

4. Briefly describe how your project meets the eligibility requirements: _____

5. Briefly describe proposed improvements & include estimates _____

6. Name of Applicant: _____ 6a. ___ Owner ___ Tenant

7. Applicant's phone: _____

8. Applicant's Email: _____

9. Legal Building Owner: _____

10. Building owners contact (if different from applicant)

a. Telephone number(s): _____

b. Email address: _____

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(initial)_____ *It is the applicant's Responsibility to pull all required permits and schedule all necessary inspections before re-imburements payments can made.

Please attach the following:

- 1) Evidence of title to the property, e.g. title opinion, county records, etc.
- 2) Three (3) - four - (4) photographs of the building.
- 3) Written permission from the legal building owner to participate in this program (if applicable).

(initial) _____ I acknowledge that this program is a reimbursement of 50% of project costs, up to \$10,000 for single and \$15,000 for multiple tenant commercial property. Applicant must pay all costs and will be reimbursed after completion and approval of the project.

I have read and understand the rules and criteria for the Facade Improvement Program. My signature certifies that this application was read, understood, completed by me and all required submissions are attached. Applicant information

Print Name: _____ Signature: _____

Title: _____

Date: _____

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