

May 6, 2010

Dear Village of Dryden Property/Business Owner:

The Village of Dryden Downtown Development Authority has designed a Façade Grant Program for commercial businesses in the "Central Business District." The program goals are designed to encourage economic investment and revitalization of the "Central Business District" commercial buildings. Currently the program has funding to make improvements to the existing buildings façade. The program has a limit of matching grant funds up to \$5000 per project with a minimum matching requirement of 50% of the awarded grant from the property/business owner. Depending on the interest & success of the program the Village of Dryden Downtown Development Authority plans to have more funds available in the future with a possible expansion to interior building projects.

Enclosed is the "Program Guidelines" application packet. The board of the Downtown Development Authority meets on the third Tuesday of the Month. Please contact Rande Listerman at the Village of Dryden Offices at 810-796-2291, with any questions regarding the program and to submit your application for review at the next DDA meeting. The approval process may take up to six weeks. The Downtown Development Authority Board looks forward to working with each property/business owner in the "Central Business District" and developing a successful program that will contribute to the revitalization of the Village of Dryden.

Sincerely,

Village of Dryden
Downtown Development Authority

VILLAGE OF DRYDEN - DDA FACADE IMPROVEMENT GRANT PROGRAM GUIDELINES

I. Program Goals

The goals of the Facade Improvement Program shall be as follows:

1. To improve the physical appearance and promote the positive image of Central Business District of the Village of Dryden
 - a. To encourage historic preservation.
 - b. To facilitate the renovation of structures.
 - c. To provide incentive for beautification of structures in order to accomplish a continuity of landscape design for the downtown district.
2. To provide an incentive to fill vacant buildings, with quality retail operations.
3. To support and expand the tax base of the central business district. The program is intended to strengthen the economic viability of Village of Dryden by providing financial incentives for improvement of the exterior appearance of buildings.

II. Source of Program Funding

Village of Dryden - DDA has allocated matching funds for this program. A \$35 Non-refundable application fee must be included with the application packet.

III. Program Eligibility

A property must be a commercial business located in the Central Business District. Both owners of buildings and tenants (with owner permission) are eligible. All real & personal property taxes for the parcel number(s) must be paid in full to the Village of Dryden and the Township of Dryden at the time of application.

IV. Type of Financial Assistance

A recipient of program assistance shall retain ownership of the property in order to qualify and remain current on the payment of taxes and any debt service.

V. Limits on Assistance and Matching Requirement

The program has a limit of matching grant funds of up to \$5000 per project with a minimum matching requirement of 50% from the property/business owner. In other words, matching funds must equal at least the amount of the funds provided for the program. Depending on the interest & success of the program more funds may become available in the future.

VI. Eligible Uses of Program Funds

Front, rear and side facade projects are eligible for program assistance, but front and highly-visible rear facades will be considered highest priority. The following expenses are eligible when included within the scope of an overall facade improvement project:

- Painting, when in conjunction with other work
- Removal of non-historic facades.
- Fees paid to Engineers and Architects (up to 50% of cost or \$500, whichever is less)
- Signage (not to exceed 50% of cost or \$500, whichever is less), when in conjunction with other work
- Facade cleaning, tuck pointing
- Exterior lighting
- Awnings
- Doors/Entryways
- Second floor entryways/exits and exterior stairs for residences

- Window repair/replacement
- Storefront construction
- Carpentry
- Handicap accessibility

It is not the intent or purpose of the program to subsidize routine building maintenance projects such as painting and stand alone improvements such as awnings or sign installation. Rather, the purpose of program assistance is to alter and improve the overall appearance of a building's facade.

VII. Ineligible Uses of Program Funds

The following expenses are explicitly **ineligible** for program assistance:

- Expenses incurred prior to application or payment of previous debt
- Property acquisition
- Mortgage or land contract refinancing
- Site plan, building and sign permit fees
- New building construction
- Appraiser and attorney fees
- Wages paid to applicant or relatives of applicant
- Purchase of personal property such as furnishings in a store
- Payment of taxes
- No use of funds for payment of contractors in merchandise or services by applicant
- Routine facade maintenance

VIII. Design Guidelines

Design guidelines are based on the premise that retaining and enhancing the original architectural character of buildings in the Downtown area is more appropriate to achieving the goals of the Building Facade Improvement Program than maintaining or encouraging contemporary facade treatments. All elements of the items must be consistent with the DDA plans and policies as well as village ordinances. This includes, design, color, style and placement of these improvements.

XII. Application Requirements

On forms provided, the following information must be submitted by program applicants:

- Description of proposed use of building after completion of project
- Project design plans
- Timeframe for completion of project
- Proof of property and liability insurance
- Written consent for program participation by property owner, if applicant is a tenant
- Copies of property deed and leases, if applicable
- Photographs of buildings before initiation of project

XIII. Review Process

The Village of Dryden - DDA shall review all applications for final project approval. The approval may take up to six weeks.

XIV. Project Approval Process and Payment Procedures

A. Approval Process

1. Applicant submits completed application, design plans, all required additional information and forms
2. Applicant collects *and submits* all necessary bids prior to application review by panel
3. Application is approved or rejected by Village of Dryden DDA. Deviations from an approved plan may disqualify the applicant from this grant program or from reimbursement of prior renovation or architectural expenses.
4. If application is approved, Village of Dryden DDA issues "Award Letter" to Applicant

B. Payment Procedures

1. Work on project is completed within 1 year. Projects incomplete at the end of one year must request an extension or approval will automatically be revoked.
2. Review panel inspects completed work
3. It is the responsibility of the grant applicant to notify the DDA of completion of the installation for the processing of payment.

XVI. Rights Reserved

Village of Dryden - DDA reserves the right to reject an application. The specific program guidelines detailed herein are subject to revision with the approval of the Village of Dryden - DDA

The Village of Dryden - DDA may discontinue this program at any time.

**VILLAGE OF DRYDEN - DDA
FACADE GRANT PROGRAM APPLICATION**

APPLICANT NAME: _____

APPLICANT MAILING ADDRESS: _____

APPLICANT TELEPHONE NUMBER: _____

EMAIL: _____ FAX#: _____

BUILDING ADDRESS WHERE FACADE IMPROVEMENT WILL BE COMPLETED:

NAMES OF ALL OWNERS ON TITLE OF PROPERTY: (all owners must sign application)

PROPERTY TAX PARCEL ID NUMBER: _____

ESTIMATED PROJECT COST: _____

PROPOSED PROJECT START DATE: _____

PROPOSED PROJECT COMPLETION DATE: _____

BUSINESS(ES) CURRENTLY HOUSED IN BUILDING:

BRIEFLY EXPLAIN YOUR PROJECT _____

THE UNDERSIGNED APPLICANT AFFIRMS THAT INFORMATION PROVIDED WITHIN THIS APPLICATION FORM IS TRUE AND COMPLETE TO THE BEST OF THE APPLICANT'S KNOWLEDGE. THE APPLICANT FURTHER AFFIRMS AN UNDERSTANDING OF THE FACADE GRANT PROGRAM AND AGREES TO ABIDE BY ITS TERMS AND CONDITIONS AS OUTLINED IN THE APPLICATION PACKET.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

SIGNATURE OF ADDITIONAL OWNER(S): _____ DATE: _____
_____ DATE: _____

PLEASE NOTE: THIS APPLICATION FORM MUST BE FULLY COMPLETED WITH THE REQUESTED ATTACHMENTS FROM XII. OF GUIDELINES.

INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.

