

**CITY OF PHOENIX
HISTORIC PRESERVATION EXTERIOR REHABILITATION PROGRAM
2006-2007 APPLICATION**

Application No.: ER _____
Received: _____

I. PROPERTY IDENTIFICATION

Property address: _____

Owner: _____

Mailing address: _____ Zip code: _____

Home phone: _____ Daytime phone: _____

E-mail address: _____ Fax number: _____

Historic district: _____
(or name of individually listed building)

In completing the application, please be as concise as possible, read all questions before answering to avoid repetition and write or print legibly in pen or type. Note that you may not need to answer all questions, as they may not apply to your project.

II. PROJECT SUMMARY

1. Briefly describe what you know about the historical and architectural significance of your property, including the date of construction. Please provide details about some unique features of your house (i.e. we are the third owners of the house and the original owner was John Doe; the front window has the original Salomónica columns or there is a unique steel casement Palladian front window).

2. Scope of Work: Describe the work you will be undertaking. Explain how the project will retain or enhance the existing historic materials. Describe the materials or methods in detail that you propose to use.

3. Briefly describe previous rehabilitation work you have already completed on your property. List the major work items and the year the work was done.

4. Explain your overall rehabilitation and development plan for the house and site (additional work planned for the house and site in the near future).

5. Describe how the proposed project will rehabilitate the property and streetscape. Will the rehabilitation work be visible from the street? (If no, see question 6).

6. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property.

7. Is your property currently vacant and will the proposed work return it to productive use? Please explain.

III. REQUEST FOR FUNDS

1. Two Cost Estimates Per Work Item

Provide copies of **TWO INDEPENDENT AND ITEMIZED** cost estimates from **qualified contractors having experience** for each item in the Scope of Work (attach to back of application form). Each bid should be for the same type of product or scope of work (i.e. both bids are for a wood shingle roof **or** both bids are for window repair). All cost estimates shall be listed on letterhead from the contractor/tradesperson, which provides contact information for the contractor/tradesperson. All “soft costs” (i.e. overhead, profit, taxes and fees) should be included in the total estimate; however, the objective of the Exterior Rehabilitation Program is to consider the “hard costs” (i.e. materials and labor). Building permit fees, if applicable, are the sole responsibility of the owner and cannot be included in the project cost.

Estimates submitted as part of this application must be dated within the last sixty (60) days. While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested amount are the responsibility of the property owner.**

2. Selection of Preferred Contractor for Each Work Item

The property owner is encouraged to select the contractor or tradesperson who is best qualified to perform the Scope of Work. The choice of the contractors/tradespersons is at the sole discretion of the property owner. Selection of the lowest price is **NOT** required.

A. Itemize specific work items and materials for all components of eligible exterior work for which you are requesting funding through the Exterior Rehabilitation Program. If you are unsure about whether items are eligible under this program, contact the Historic Preservation Office. For each Work item, **identify one of the two (two bids are required for each scope of work item) bids, including contractor name and estimate. This should be your selected bid for each work item. Do not round or average the estimates. Put the exact estimate amount in the “Budgeted Amount” column.**

Scope of Work Items (attach a separate sheet if necessary)	Budgeted Amount
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
Total amount of eligible Scope of Work items	_____
Requested city share (50 percent) <i>(Please note the minimum city share is \$2,000 and the maximum city share is \$10,000)</i>	_____

B. If the work described above is part of a larger rehabilitation plan for the building or site, outline the project by phases indicating the sequence of work tasks and costs associated with each task. You are not required to have estimates from contractors to verify these costs. Indicate the total project cost, including the eligible items requested above. Attach a separate page for this information.

IV. INFORMATION ON PRIMARY LIENHOLDERS

The city's purchase of the Façade Conservation Easement requires the consent of all lienholders. The city will obtain a title report to verify all information provided. Accuracy of this information is critical. **Consent from lienholder(s) MUST be received prior to the commencement of work and disbursement of funds.**

- 1) Primary mortgage company: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different than the payment address)
Company telephone number: _____
Loan number: _____
- 2) Secondary lienholder: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different than the payment address)
Company telephone number: _____
Loan number: _____

Please provide this same information for any other lenders or lienholders on a separate sheet.

The Historic Preservation Office staff will make initial contact with all lienholders on your behalf. However, it will be **the applicant's responsibility to follow-up with the lienholders to ensure they return the Consent Agreement to the city of Phoenix.**

V. ATTACHMENTS

1. Photos.

- A) Please submit at least two photographs for each scope of work item (professional quality black and white or color, at least **4"x6" for each photo**), showing each aspect of the work to be done. The intent of the photos is to show the deteriorated features that need to be rehabilitated or restored, and the effect the deterioration has had on other parts of the building (such as interior walls or ceilings).
- B) Additional photos should show the overall house and the house in relation to adjacent properties. Photograph the main facade by standing directly in front of the house and at both corners where the side and main facades meet.

Note: Black and white photocopies of original color photographs are not acceptable, however, color photocopied photographs are acceptable.

2. Plans and Archival Documents.

A) *Site Plan*. Drawings need not be professional, but should be correct in scale and sufficiently detailed to indicate the scope of work to be implemented. A site plan of your lot consists of:

1. Location of property lines, streets, alleys and easements;
2. An outline or “footprint” of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guesthouse and other outbuildings);
3. Location of driveways, parking areas, sidewalks, swimming pools, fences, walls and other major landscape or site improvements; and
- 4. Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan).**

Note: All applications must include a site plan, regardless of the work proposed.

B) *Elevations*. Line drawings of the exterior elements of the building showing the location and size of windows, doors, archways or other openings in the exterior walls and the roof configuration are necessary if the proposed project includes altering the shape, size or proportions of any of these exterior elements.

C) *Archival Documents*. If you are proposing to reconstruct or replicate a structure or feature, include documentation of its original appearance, such as original plans or footprints, historic photographs or contemporary photo documentation showing evidence of the original structure or feature.

VI. SUBMISSION DEADLINES

Applications for funding through the 2006-07 Exterior Rehabilitation Program are due **Sept. 13, 2006; Jan. 17, 2007; and April 25, 2007**. Applications will be considered based on the availability of funds, merits of the project, and the policies of the Historic Preservation Commission as presented in the Program Guide. Announcement of awards will be made within 60 days after the application deadline. ***Please note that if you are successful and the city purchases a Façade Conservation Easement for your property, you are not eligible to apply for or receive additional Exterior Rehabilitation funds in any subsequent year.***

One original and seven (7) copies-a total of eight (8) copies of the application packet (which includes the completed application, color photos, copies of the bids and a copy of the site plan) should be mailed or hand-delivered to the Historic Preservation Office at one of the following addresses. Incomplete submittals (including not providing the required number of copies) will be returned to the applicant and will not be reviewed.

City of Phoenix
Historic Preservation Office
200 W. Washington St., 17th Floor
Phoenix, AZ 85003

City of Phoenix
Historic Preservation Field Office
1242 N. Central Ave.
Phoenix, AZ 85004

All materials must be **RECEIVED by 5 p.m.** on the due date.

I declare that I have reviewed the Historic Preservation Bond Fund Program Guide; I understand its contents and am submitting this application in accordance with that guide. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect its review and approval. I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the city. I also understand I will be required to obtain a Consent Agreement from my lienholder(s), and sign and abide by the terms of the Deed of Façade Conservation Easement and the Exterior Rehabilitation Program Agreement within forty (40) days of project approval by City Council.

SIGNATURE _____ DATE _____

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

Evaluation Panel: _____ Historic Preservation Commission: _____ City Council: _____

FUNDED _____

NOT FUNDED _____
