

**BROADWAY RIDGE RENEWAL GRANT
BUILDING FAÇADE IMPROVEMENT
APPLICATION FOR GRANT ASSISTANCE
NATIONAL COMMERCIAL HISTORIC DISTRICT
ALBERT LEA, MINNESOTA**

Completion of this application is required by property owners seeking Grant funds to assist in improving building facades in the National Commercial Historic District in the City of Albert Lea. Please complete all parts of **Part I** and return it to the Community Development Office of the City of Albert Lea for review and scheduling with the Heritage Preservation Commission and City review.

PART 1

Part 1 is for a **CERTIFICATE OF APPROPRIATENESS** from the Heritage Preservation Commission (HPC). This **Part I** review is based on the attached "City of Albert Lea National Commercial Historic District Architectural Guidelines for Historic Preservation", and the provision of the items in the check list.

1. PROJECT ADDRESS

Property Location _____

2. APPLICANT INFORMATION

Applicant is Property Owner Contractor Architect Other _____

Applicant Name _____

Address _____ City, State, Zip _____

Telephone Number _____ Fax Number _____

E-mail Address _____

3. PROPERTY OWNER INFORMATION (if different from applicant)

Property Owner Name _____

Address _____ City, State, Zip _____

Telephone Number _____ Fax Number _____

E-mail Address _____

LEGAL DESCRIPTION OF PROPERTY

4. PROJECT DESCRIPTION

Type of property Single business Multiple businesses

General Renovations/Changes Proposed

Please describe details of proposed renovation and attach to this application:

- A. You will need plans and specifications prepared by a registered architect familiar with historic preservation. These plans shall include a determination of structural stability and shall comply with building code requirements. The plans shall be consistent with the "Architectural Guidelines for Historic Preservation" established by the Heritage Preservation Commission.
- B. Bids or quotations from a minimum of two contractors.

Please use the following checklist to guide your submittal.

Application Checklist

This checklist is designed to help you put together your application package. Some of the items listed may not be required if they are not relevant to the construction or renovation you are proposing.

Site plan drawings indicating:

- Pedestrian areas, service areas and location of adjacent properties
- Primary and secondary street frontage
- Parking areas, parking access, landscape features, light pole locations and open spaces

Scaled elevation drawings showing:

- Building height and height of adjacent buildings
- Building setback
- Façade rhythm or proportion
- Existing and proposed building openings, including pedestrian entry, storefront openings and all

window openings

- Existing and proposed linear, horizontal or vertical trim
- Existing and proposed roof and upper story details
- Existing and proposed storefront and transom articulation
- Existing and proposed cornice detail and articulation
- Existing and proposed wall articulation
- Existing and proposed window details
- Location, size and types of signage

Sample materials:

- Building materials, with indication of how they will be used
- Color samples

Other information:

- Contextual sketches, if necessary
- Coordinated lighting plan
- Description of methods for cleaning, maintaining, restoring or improving existing building materials
- Color photographs of the building site (8½"x11")
- Photographs showing the original appearance of historic buildings

PART II FINANCIAL

Part II of this application is to demonstrate that the owner has the financial capacity to complete the project in a timely manner. The owner is required to pay the contractor the full amount of the contract for any completed portion of the work and to obtain contractor, mechanics, and materials lien waivers prior to submitting a requisition to the City for reimbursement of 50% of the paid invoices, up to the maximum amount specified in the Construction Award/Grant Agreement.

PROPOSED IMPROVEMENTS

Storefront improvements
Upper façade improvements
Other improvements
Estimated total cost of all improvements
Amount requested for improvements

Attach written contractor cost estimate and/or architectural estimate of project costs. Include photos, sketches, and design plans which illustrate all proposed work.

Proposed starting date:

Proposed completion date:

List current assessed value of project property
\$_____

Current taxes
\$_____

Are taxes paid to date?
_____ Yes _____ No

Please provide certification of paid taxes.

Please list the source and amount of all other funds to be provided by the applicant or other sources for 50% of the budget. A written commitment from a lending institution is required to show lending institution financing that is necessary to provide the owner share and advance payments prior to reimbursement.

<u>Source</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____

SIGNATURES

I HEREBY CERTIFY that I have read, examined, and understand this application and that the information submitted herein and attached hereto is true and accurate and correctly states my intentions. I also

understand this application will not be accepted and reviewed until all required supporting documentation has been supplied.

Applicant Signature _____ Date

Property Owner Signature _____ Date

GRANT APPROVAL

This grant application has been reviewed by the Heritage Preservation Commission and a Certificate of Appropriateness may be issued.

Chair: _____ Date: _____

This grant application has been reviewed by the Community Development Director and the application is consistent with the Broadway Ridge Grant Program Policies. The financial capacity of the applicant to complete the proposed work has been demonstrated.

Community Development Director: _____ Date: _____

The Construction Award/Grant Agreement, Façade Easement Agreement, and other appropriate grant documents have been prepared by the City Attorney and signed by the applicant.

City Attorney _____ Date: _____

The City Manager has submitted this application to the City Council for review and the City Council has approved the grant.

City Manager _____ Date: _____

The grant documents have been recorded in the Freeborn County Recorder's Office:

Document Numbers _____

City Clerk _____ Date _____