

Linden Main Street Façade Improvement Grant Program Guidelines

Purpose

Linden Main Street operates a Façade Improvement Grant (FIG) program for the Linden Main Street District (LMSD). The FIG program is designed to incentivize rehabilitation of facades in the LMSD and to encourage quality renovation that will enhance and be consistent with the historical design, materials, and architectural character reflected in the original design of the buildings, and thereby stimulate new investment, enhance business and development opportunities, and attract new customers to the downtown. Projects that meet the requirements laid out in the Linden Main Street Design Guidelines (Design Guidelines) are eligible for consideration. In all cases, the Linden Main Street Program will be the final arbiter of eligibility and have final approval authority on any façade improvement application. Funding for the program is budgeted on an annual basis and is limited.

Matching Policy and Grant Amounts

The program will provide a matching grant of eighty percent (80%) of eligible project costs, up to a maximum of five thousand dollars (\$5,000) per project, as a reimbursement after project completion. Applicants must be able to document total project costs to which the matching grant amount will apply, and the construction contract and related documents must clearly delineate the costs associated with the FIG project, separate and apart from any other construction or renovation costs. Documentation of total costs and receipts of expenditures must be provided before grant funds will be released to the FIG recipient. The matching grant will not be paid until the project is complete and final approval of the project is granted by Linden Main Street.

Eligible Applicants/Properties

Eligible applicants for the program are building owners and/or business tenants currently owning or leasing property within the legal boundaries of the LMSD, as well as prospective businesses planning to locate within the area. Business tenants must submit written consent from the building owner to participate in the program. If the property is owned in a partnership between multiple parties, the applicant must provide written consent from all parties for the proposed project. A property owner or business tenant is eligible to apply for a FIG if the purpose of the grant is to make façade improvements to the exterior building envelope. Improvements to the interior of the building or to the exterior portions not visible from the street are not eligible for FIG funds. The property under consideration for FIG funds must be structurally sound with the roof intact and meet basic public safety codes. Facades abutting public rights-of-way, buildings with first floor retail uses which will result in new commercial occupancy, and façade improvements that are part of the creation or rehabilitation of upper

story uses will be considered a priority for funding. Applications must meet all City and State regulatory/code requirements that affect leases and servitudes, air rights and sidewalk, fire and building safety, and all ADA requirements.

City of Linden or Linden Main Street appointed/elected officials and staff who own or lease property in the LMSD shall be eligible to apply for a FIG. They will be required to recuse themselves from any discussion and voting regarding their own or others' FIG applications for the duration of that application cycle. Their applications will be considered after all other qualified applicants in the application cycle.

Type of Businesses Eligible

Any business which can be permitted by the city to operate at the location will be considered for participation in the program. However, all applicants must operate and be in compliance with all city codes and demonstrate current state licensing and that they are not delinquent in City sales or property taxes.

Eligible Project Improvements

To be eligible, all aspects of a potential FIG project must meet the requirements of the Design Guidelines.

Eligible Improvements include:

1. Removing aluminum or non-historic siding
2. Cleaning and/or repainting of façade exterior
3. Sign repair/replacement
4. Repairing/restoring historic materials and features (cornices, cracked plaster, window repair)
5. Installation of galleries/balconies as historically appropriate
6. Installation of awnings/canopies as historically appropriate
7. Exterior lighting
8. Window/door replacement with appropriate materials – only as a last resort (see Design Guidelines)
9. Other improvements that may be deemed eligible by Linden Main Street

Eligible Project Costs include:

1. Professional fees
2. Contracted labor
3. Permits
4. Materials
5. Other costs that may be deemed eligible by Linden Main Street

Ineligible Improvement Projects include:

1. Roof repair/replacement
2. Electrical improvements
3. HVAC improvements
4. Any interior work on the building
5. Property acquisition
6. Working capital
7. Equipment, furniture and fixtures used in the operation of the business
8. Other items that may not be deemed eligible by Linden Main Street

Application Process

1. Prospective applicant receives FIG program application.
2. Applicant meets with Linden Main Street staff regarding program eligibility and development of improvement plans, and submits completed FIG program application.
3. The Linden Main Street Design Committee reviews application and either approves or denies with recommended changes, after which, applicant will resubmit with changes.
4. Once approval of application is granted by the Linden Main Street Design Committee, Linden Main Street staff provides **Letter of Grant Commitment**, subject to completion of the project according to approved plan. **This letter acts as a notice to proceed with the FIG program. Linden Main Street will not accept as part of the reimbursable project costs any renovation expenditures made before the date of the grant commitment letter.**
5. Construction must commence within 45 days of receipt of grant commitment letter and must be completed within 120 days after construction start date (subject to weather and other unavoidable circumstances).
6. Once construction has been completed and any necessary final City and Linden Main Street approvals are obtained and documentation showing the applicant's share of cost has been provided, Linden Main Street will process a check for payment of the approved grant amount payable to the applicant.

Linden Main Street Façade Improvement Grant
Application

Name of applicant: _____

Mailing address: _____

Phone number: _____ Email: _____

Address of project/property: _____

Status of applicant/property-ownership (check one):

- Sole ownership
- Partnership (must provide written consent from all parties for project)
- Tenant (must provide written consent from property owner for project)

Description of proposed project: _____

Total project cost: _____ Grant amount requested: _____

Proposed start date: _____ Proposed completion date: _____

Required information:

- Line drawing of building that details the work to be done. Drawings must be to scale and list all proposed changes.
- Two photographs of the building (preferably in digital format) - one of the façade itself in its current condition and one zoomed out showing the façade in context to adjacent properties. If the building is on a corner, please include a third photo of the side-street façade.
- Written consent from the property owner if applicant is tenant, or all other property owners if property is owned in partnership.
- Construction contract and/or related documents clearly delineating the façade improvement costs separate and apart from any other renovation costs.

Please complete and sign:

I, _____, certify that the information presented in this application, and in all attachments, is true and complete to the best of my knowledge.

I authorize Linden Main Street to check with the City of Linden and other regulatory agencies to determine compliance with codes and status of tax collections as necessary.

I understand that any grant funds awarded may be used only for approved Façade Improvement Grant projects. All façade projects must meet the requirements of the Linden Main Street Design Guidelines, as determined by Linden Main Street.

I understand that no financial commitment or construction activity may begin until the Linden Main Street Design Committee provides authorization to proceed.

I understand that Façade Improvement Grant funding is limited to eighty percent (80%) of eligible costs, not to exceed five thousand dollars (\$5,000) per project.

I further understand and agree that the final decision on proposed improvement and cost eligibility lies with Linden Main Street in its sole discretion.

Signature: _____ Date: _____

For office use only:

Does the project meet City of Linden code and zoning requirements? YES/NO

Does the project require TxDOT coordination and approval for Right of Way (ROW) encroachment? YES/NO

If ROW approval is required, has the applicant received approval from TxDOT? YES/NO

Linden Main Street has reviewed this application for the LMS FIG program and:

- The applicant's project has been approved
- The applicant is required to correct the following deficiencies for eligibility:

Signature

Name, Title

Date

Linden Main Street Façade Improvement Grant
Property Owner Consent Form

I/We, the undersigned, certify that this application is presented with my/our full permission as owner/part-owners of the aforementioned property, and that the information presented in this application, and in all attachments, is true and complete to the best of my/our knowledge.

I/We authorize Linden Main Street to check with the City of Linden and other regulatory agencies to determine compliance with codes and status of tax collections as necessary.

I/We understand that any grant funds awarded may be used only for approved Façade Improvement Grant projects. All façade projects must meet the requirements of the Linden Main Street Design Guidelines, as determined by Linden Main Street.

I/We understand that no construction activity may begin until Linden Main Street provides authorization to proceed.

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