

CLAY TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
FACADE IMPROVEMENT PROGRAM
Fiscal Year 2012

Purpose:

The intent of the Clay Township Development Facade Program is to stimulate and promote the aesthetic enhancement of the commercial areas of the Downtown Development District. The Clay Township DDA Board will be the administering body for the program and will work directly with successful applicants to achieve a more unified and pleasing environment. Aesthetic enhancement of the commercial buildings will not only improve the appearance of the overall commercial business district, but will also spark a greater promotion and support of local merchants from area residents who witness and appreciate the visual improvements of the local establishments.

The Clay Township DDA shall be the sole source of review and approval of grant applications for this program, as defined by program requirements and guidelines.

Eligible Activities

The Clay Township Downtown Development Authority will pay up to 50% of the approved eligible activities, but not to exceed a grant in the amount of \$5,000 for the redesign and renovation of any existing business facade, sign or site improvement within the DDA District. The minimum grant request is set at \$500 (half of a total project cost of \$1,000). The DDA Board reserves the right to offer matching grants within a range of \$500 to \$5,000, based upon need and overall positive impact within the DDA business district.

Eligible Activities include:

- Facade Renovation: Exterior painting and improvements, window replacements, brick or masonry repair
- Signs and lighting: Removal, replacement, consolidation of existing signage and exterior lighting;
- Installation of landscaping and site improvements
- Fencing improvements (e.g. removal of chain link fencing and replacement with wrought iron fencing)
- Barrier Free access and ADA compliance
- Cost of architectural and engineering assistance related to the improvement project.

Eligibility Requirements

Applicants shall be a business entity with a site located within the DDA District. Applicants shall own the business property or provide a notarized letter of approval from the property owner(s) providing consent for the project.

Constructions of new buildings or additions are not eligible for the program.

Application Process

- Applications are available at the Clay Township Offices. The Township plans to make the application available on the website for download.
- The property owner shall submit a completed application, including proof of finance for the full project cost; as well as a minimum of two construction bids from qualified contractors. A qualified contractor shall, where required by state or local law, be properly licensed and insured.
- All applications are subject to DDA review and approval. Criteria shall include but not be limited to funds availability, date of submission and impact upon the District. (See Discretionary Selection Criteria below)
- Once approved, the applicant shall cause all reviews and building permits to be obtained prior to starting construction. Code violations contained within the project area shall be corrected as part of the project.
- All projects are subject to the City's construction and zoning codes.
- The applicant shall have 90 days from the date of approval to complete the project. The DDA shall retain the power to extend this deadline for good and substantial reason. All changes to the approved plan shall be submitted for DDA and/or Building Department review and approval.
- A final inspection approval shall be obtained from the Building Inspector and waivers of liens shall be submitted to the Township.
- The applicant shall then submit a copy of the paid invoice(s) to the Township for reimbursement.
- Reimbursement shall not be paid to the applicant until the project is completed according to the approved plans. No phase projects shall be accepted or approved.

Discretionary Selection Criteria:

- Project Type (Maximum 40 points)
- Remove Blight and Create Positive Impact to the corridor (20 points)
- Streetscape Aesthetics and Functionality (15 points)
- Crime Prevention through environmental design (5 points)
- Improvement in energy efficiency (5 points)
- Historic Preservation (5 points)
- Handicapped Accessibility (10 points)

Due to the nature of this program and limited funding, the Clay Township DDA may find it necessary to modify the program at various times.

APPLICATION CLAY TOWNSHIP FACADE GRANT

4710 Pte. Tremble Rd • P.O. Box 429 • Clay Township, Michigan 48001
(810) 794-9303 • Fax: (810) 794-1949

The Clay Township Downtown Development Authority will reimburse up to 50% of the total eligible project cost (not to exceed a \$5,000 grant). Eligible projects include exterior renovation, including painting, window replacements, brick or masonry repair, lighting, fencing, signage, landscaping and other exterior improvements. Barrier free and ADA compliance, and, architectural and engineering fees are also eligible expenses. Paid receipts are required prior to payment of grant.

Site Address: _____ **Grant No:** _____

If Occupied, what is name and type of business? _____

What is the site business phone number? _____

If not occupied, what is the intended use of the site?

What type of work is to be done? (Please be specific, such as "new 4' chain link fence, or, scrape and paint exterior building).

What is the anticipated project cost? _____

What is the amount of the grant you are seeking? _____ (Grant is limited to 50% of the project cost, not to exceed \$5,000 grant)

Anticipated start date: _____ **Estimated completion date:** _____

Grant Applicant Name: _____

Grant Applicant Phone Number: _____

Grant Applicant Home Address _____

Grant Applicant Email: _____

The relationship to property (e.g. owner, renter, etc.)

Property Owner Name: _____ **Property Owner Phone Number:** _____

Property Owner Home Address: _____

Property Owner E-mail: _____

(agree to abide by all of the rules and regulations . pertaining to this grant. I understand that submission of this application does not guarantee that a grant will be approved or provided.)

Applicant Signature: _____ **Date:** _____

(Administrative Use Only)

Grant Approved (Denied) by, DDA _____ *Amount Authorized:* _____
Grant Project: _____