

**CITY OF LITCHFIELD, MICHIGAN**  
**Downtown Development Authority**  
**221 Jonesville Street**  
**Litchfield, Michigan 49252**  
**(517) 542-2921**

**COMMERCIAL FAÇADE INCENTIVE GRANT PROGRAM**  
**APPLICATION/GUIDELINES**

**ELIGIBLE ACTIVITIES:**

Exterior façade treatment, i.e. redesign and construction of building facades (front and rear facades, and side facades which are visible from the street); removal or correction of building code violations on eligible buildings; signage redesign, removal and construction; exterior painting and cleaning as part of larger projects. Roof repair or reconstruction projects are not eligible. Routine maintenance, as opposed to significant improvement, is also not eligible. Certain Utility improvements, which, lead to energy efficiencies, improvements, which, provide access for ADA improvement and other future revisions.

**ELIGIBLE PARTICIPANTS:**

1. Owners of real property within the project DDA boundaries with exception of governmental or political agencies.
2. Owners of business establishments within the project boundaries, only if the owner of the business has the approval of the real property owner to carry out the physical improvements.
3. Owners of business establishments are required to be in business for at least six months before being eligible to apply for a façade grant application.

**GRANT LIMITATIONS:**

1. Upon satisfactory completion of construction work, the participant shall be reimbursed for 50% of the cost of construction of eligible activities, but such reimbursement shall not exceed \$5,000 for the front façade or \$5,000 to improve entrance for public at the side and rear of the façade and \$5000 to construct ADA improvements. The participant based on his/her original cost estimate presented prior to any construction activity shall agree to the amount of reimbursement. If the cost upon completion exceeds the original estimate, the participant shall receive only the amount agreed upon prior to construction. If the cost is less than the original estimate, the reimbursement shall be lowered accordingly.
2. If the real property owner and/or business owner engages in construction work independently and does not hire a contractor, said owner shall be reimbursed for 50% of the cost of project materials only. Said owner shall not receive reimbursement for labor.

3. In order to receive reimbursement, the participant must present true and accurate records of all actual bills paid for eligible construction work, and agree to an inspection by the City of all work done. When the participant fulfills these requirements, the work shall be deemed “satisfactorily completed” and the participant shall, be reimbursed for the agreed upon amount pending approval from the DDA Review Board.
4. Business owners shall receive only one grant per façade within a *three*-year period.
5. The participant must agree to City review and approval of all specifications, plans and contracts prior to starting any construction.
6. The participant shall bear the entire responsibility of engaging and paying licensed contractors to perform the construction work and to comply with all building permits and certificates of acceptance from the Building Inspector.
7. ~~All Projects will be required to have Two Competitive bids for any project.~~  
**All projects should have *two competitive bids* for any project. The DDA Chairperson has authority to waive the need for two bids as he/she sees fit, however, at least one bid must be from someone other than the applicant.**  
The bid packet needs to be reviewed and approved by the City DDA Review Board prior to approval.
8. To receive a grant, each eligible applicant property must exhibit all of the following characteristics:
  - A. Individual Store Front.
  - B. Individual Address
  - C. Individual Business (unless Vacant).
9. The City will assume no liability for any work, which is done pursuant to this program. The applicant agrees to hold the City and the DDA Review Board harmless from all liability for any claims as a result of the grant.
10. I understand that Façade Improvement funds are subject to audit and taxation and that the City is required to report the amount and recipient of said grants to the I.R.S.

**TERMS CONDITIONS & ASSURANCES:**

I, \_\_\_\_\_ have read and understand the attached program guidelines for the City of Litchfield Commercial Façade Incentive Grant Program. I understand and accept full responsibility for my participation in the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By

## COMMERCIAL FAÇADE GRANT PROGRAM

1. A commercial Façade Incentive Grant application is obtained from the City of Litchfield Downtown Development Authority, 221 Jonesville Street, Litchfield, Michigan 49252.
2. The application is completed by the business owner or property owner of the commercial building and returned to the City of Litchfield and the DDA Review Board. If the applicant is the business owner, written approval of the property owner must be provided. Applications will be recorded on a first-come, first-serve basis.
3. At the time of submission of the Commercial Façade Incentive Grant application, the following are to be included with the completed application:
  - A. Signed Guidelines
  - B. Copy of the deed to property
  - C. Property tax receipts for the most recent tax bill
  - D. Property insurance binder
  - E. Proof of Historic District Commission approval (if required)
  - F. Tax ID Number (W-9) and/or Social Security Number
4. The applicant is reviewed by the City and DDA Review Board checked to determine that all required support documentation has been provided to confirm project eligibility and to verify ownership.
5. Eligible applicants will also receive notice regarding the date of the City's DDA Review Board meeting when the applicant's project will be reviewed for approval. Applicants will be immediately notified that the application is accepted or rejected for incentive grant participation by the order in which the application was received. Applicants will be responsible to provide the City prior to the meeting date with two competitive bids for each work item.
6. Once the DDA Review Board has reviewed and approved the application. The applicant is then given a copy of the approved application. The contract will contain the total cost of improvements as indicated on the bid estimate, and the amount of the reimbursement grant to be paid upon completion of work. The applicant then proceeds with the work and the work must be completed within six months of the application approval unless extended by the DDA. After work is completed, the applicant must submit to the City:
  - A. Copies of paid Bills
  - B. Statement of Satisfaction signed by the applicant
  - C. Copies of any permits required by the Building Inspector
7. All other work will then be inspected by the City.
8. Special Check request is prepared for payment of incentive grant and is issued upon the City's final approval.



Application# \_\_\_\_\_

**CITY OF LITCHFIELD**  
**Commercial Façade Incentive Grant Program Application**

**GENERAL INFORMATION**

1. Applicant's Name: \_\_\_\_\_

Applicant's Address:

\_\_\_\_\_

2. Property Address: \_\_\_\_\_

Cross Streets:

\_\_\_\_\_ and \_\_\_\_\_

3. Is the Applicant the Property Owner? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Does the business occupy the complete property? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Business Name: \_\_\_\_\_

6. Business Owner's Name: \_\_\_\_\_

Business Owner's Address \_\_\_\_\_

Business Owner's Phone #: \_\_\_\_\_

7. Property Owner's Name: \_\_\_\_\_

Property Owner's Address \_\_\_\_\_

Property Owner's Phone #: \_\_\_\_\_

Property Owner's Tax ID# \_\_\_\_\_

**TYPE OF TENANCY – APPLICANT**

8. Own \_\_\_\_\_ Rent \_\_\_\_\_ Lease \_\_\_\_\_ Other \_\_\_\_\_

9. Length of time at this location \_\_\_\_\_

## BUILDING CHARACTERISTICS

10. Type of Building:    Frame \_\_\_\_\_ Masonry \_\_\_\_\_ Brick \_\_\_\_\_  
   Veneer \_\_\_\_\_ Other \_\_\_\_\_
11. Number of Stories: \_\_\_\_\_
12. Occupancy:    Vacant \_\_\_\_\_ Partially Vacant \_\_\_\_\_ Fully Occupied \_\_\_\_\_
13. Present Use:    Retail Only \_\_\_\_\_ Storage Only \_\_\_\_\_ Mixed Use \_\_\_\_\_  
   Retail & Residential \_\_\_\_\_ Manufacturing \_\_\_\_\_ Office \_\_\_\_\_  
   Other \_\_\_\_\_ (please identify \_\_\_\_\_)
14. What type of exterior improvements are to be done?

Please place a mark next to the improvements you will be making and give us the estimated cost of each improvement.

	Check Below	Estimated Cost
1.    Paint Building	_____	_____
2.    Steam Cleaning Building	_____	_____
3.    Re-design/Re-structure Building	_____	_____
4.    Signage	_____	_____
5.    Awnings	_____	_____
6.    Lighting	_____	_____
7.    Other (list)	_____	_____

15. Total estimated cost of all improvements: \_\_\_\_\_
16. If the applicant is not the property owner, has the property owner been advised of the requested improvements? Yes \_\_\_\_\_ No \_\_\_\_\_. Please attach written statement from the property owner agreeing to and authorizing the façade improvements as described in this application.

**OBLIGATIONS & ASSURANCES**

I, \_\_\_\_\_ have read and understand the attached program guidelines for the City of Litchfield commercial Façade Incentive Grant Program. I understand and accept full responsibility for my participation in the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed By