TOWN OF BROOKVILLE REDEVELOPMENT COMMISSION

# FAÇADE IMPROVEMENT PROGRAM

1020 FRANKLIN AVENUE

BROOKVILLE, IN 47012

PHONE: 765-647-3322

“FIRST COME, FIRST SERVED, LIMITED FUNDS”

The Brookville Redevelopment Commission (BRC) offers grants to commercial/industrial businesses and property owners within the Town of Brookville for a variety of purposes. The BRC’s main objectives for the façade grant program are to encourage visual improvements, historic preservation and economic investment. Eligible projects include general building/property improvements, for example: exterior painting, or repairs, signage, awnings, and landscaping. Projects may include parking area surfacing/resurfacing as long as this work is not the only work performed within the project. Projects that encompass capital investments above and beyond general building/property improvements are encouraged and preferred. (All improvements must comply with the Town of Brookville zoning and building regulations and Historic Preservation Guidelines and be approved by the Brookville Redevelopment Commission)

# APPLICATION

Property Owner: Phone: Company Name:

Property Address:

Email Address: Description of Improvements:

Use additional paper/attachments if necessary.

Total estimated project cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When will improvements start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many employees are employed at this location? \_\_\_\_\_\_\_\_\_\_ # of New Jobs created \_\_\_\_\_\_

The information given is true and accurate to the best of my knowledge. Furthermore, I give permission for use of the business name and photographs to be taken by BRC staff and/or volunteers for media purposes and will permit the use of promotional signs on property during construction phase.

Date: Signature:

**PROGRAM GUIDELINES**

1. Brookville Redevelopment Commission (BRC) will reimburse 50% of project costs, up to a maximum of $10,000 per pre-approved project. BRC reserves the right to award grants in amounts less than 50% of project costs for any reason, including availability of funds, aesthetic value of the project, or any other reason at their sole discretion.
2. Certificate of Appropriateness must be approved by the Historic Preservation Commission. There is a non-refundable application fee in the amount of $25.00.
3. Application must be approved in writing before work begins. There is a non-refundable application/processing fee in the amount of $100.00.
4. Two cost estimates must accompany each application along with a “before” photograph. Estimates must include a materials/products list and labor cost breakdown. Material boards and color sample examples may be requested as well. Owner makes selection of contractor.
5. If a permit is required, only a contractor registered with the Town or approved by the Brookville Redevelopment Commission can perform the construction work.
6. BRC will rebate the business/property owner after work is completed and a final bill with copies of receipts is submitted and/or copies of a cancelled check(s) for applicant’s portion is provided. An “after” photograph must also be submitted.
7. All work must be completed and funded within six (6) months of application approval, with a three (3) month extension available by request for good cause shown.
8. A building owner or a family member may do the work relating to the proposed project. However, if this is the case, two “arm’s length” estimates plus one from the owner or family member must be submitted with the application.
9. Lessee must submit notarized permission from property owner to participate in program.
10. The Brookville Redevelopment Commission reserves the right to use its collective judgment in consideration of any application and may reject any application on the grounds that it does not fit the intent of the program.
11. If demand exceeds funds, projects may be ranked using criteria such as (but not limited to) the following:

\* First time applicant \* Number of new jobs created

\* Structural vs. cosmetic improvements \* Location of property

\* Financial need \* Size of investment

\* Enhancement of neighborhood property values

\* Enhancement of aesthetic appeal to property and neighborhood

\* Enhancement of positive Brookville image

\* Enhancement of economic development within the Town

\* Elimination of health or safety hazard

1. A maximum of $10,000 per business, per site will be allowed annually. Two applications per owner, per calendar year may be considered on a case by case basis. Projects that include the construction of a new business shall not be considered. The program only applies to improvements made to existing properties and structures.
2. The following costs are reimbursable up to a maximum of $1,000 each:
	* + Business Signage
		+ Architectural Cost
		+ Labor Cost
3. The guidelines contained herein do not necessarily comprise a complete list. Additional guidelines and requirements may be added at any time.
4. All projects must meet building code, Historic Preservation Guidelines, ADA, zoning, and other legal requirements. **The Historic Preservation Guidelines can be found on Brookvilleindiana.org under Resident Resources, you will find a “Historic Preservation Guidelines” tab. The guidelines can be downloaded from there.**
5. Failure to meet code requirements or to cooperate with building/site inspections may cause forfeiture of grant.

Checklist

# Pre-Application:

 Contact Information and address (including email)

\_\_\_\_\_\_\_\_\_\_Project description (See criteria #10), must include an architectural drawing or sketch and a budget estimate.

 Two (2) cost estimates (material list and cost breakdown per Historic Preservation Commission Guidelines)

 ‘Before Construction’ photograph(s)

 Name and address of registered contractor (if applicable)

 Approved Certificate of Appropriateness ($25.00 fee)

 Planning and Zoning review/approval

 Copy of building permit (if applicable)

 Application/Processing fee ($100.00)

Submit completed application to Town of Brookville Redevelopment Commission along with an application/processing fee in the amount of $100.00. Please call if you have any questions. **It is the applicant’s responsibility to complete the application and provide all supporting documentation at least ten (10) days prior to the Redevelopment Commission meeting in which the application will be considered. The applicant shall attend the Redevelopment Commission meeting and be prepared to present its** **project and answer any questions. The Redevelopment Commission reserves the right to reject or table any incomplete or untimely applications. The application must be submitted and approved by the Redevelopment Commission prior to any project work is performed. Any application made after the commencement of project work shall not be considered by the Redevelopment Commission.**

**Post-Application:**

 Receipts (Itemized)/Cancelled Checks

 ‘Post Construction’ Photograph(s)

 Final Inspection by Brookville Redevelopment Commission and Zoning, Building and Code Enforcement