

## DOWNTOWN FAÇADE ENHANCEMENT PROGRAM GUIDELINES

The Village of Swanton is proud to sponsor a grant program for the purpose of revitalizing the exterior facades of downtown properties, while preserving the historic character of downtown Swanton.

### The Grant:

The grant is a 50% percent reimbursement of expenses directly related to qualifying building improvements and front facades of properties within the downtown target area up to a maximum match of \$10,000. Property owners may re-apply annually for available funds, but priority will go to first-time applicants. **The Village of Santon will pay the contractor directly for approved grant funded projects.**

### Eligible Improvements:

Eligible improvements include all exterior improvements to the appearance of an eligible downtown building front façade. These improvements include:

- Masonry work (*brick cleaning, brick sealing, tuck pointing, replacement.*)
- Awnings, canopies, or sunshades (*installation of new or repair or replacement of fixed awnings.*)
- Painting or exterior surface treatment (*stucco, tile, stone, or brick replacement or repair.*)
- Replacement, restoration, or repair of exterior windows and doors.
- Fire escapes or exterior upper floor access.
- Restoration of historic features.
- Repair or replacement of roofing system (*including gutters and downspouts.*)
- Redesign and reconstruction of the store front.

Eligible projects must be visible from the public right-of-way. Improvements to building interiors and/or facades not visible from the public right-of-way are not considered eligible.

### Ineligible Improvements:

This program will not fund interior improvements, operating funds, HVAC repair, plumbing repair, sidewalk repair, furnishings, equipment, or landscaping. This program will not fund any improvements on a residential building.

### Target Area:

Refer to the attached map. Only buildings used for commercial purposes are included.

### *Clarifications:*

- The general purpose of the program is to improve the appearances of downtown properties that are visible from Village streets and alleys. The Village does not intend to provide funds to assist with the sides or rears of properties. Buildings on street corners that are considered to have two fronts are an exception and would be eligible to receive funding for qualifying improvements to any part of the building immediately adjacent to a Village Street.
- If a building within the proposed area has no entry facing a main road, the side of the building with the most prominent entry will be considered the “front” façade and is eligible for façade grant funds. This will not include the back of a building with a rear entry unless that rear entry is adjacent to a Village Street or alley.
- A property that functions as one building, regardless of the number of tax parcel numbers assigned to the property or to multiple or different owners, is eligible for only one (1) grant per year unless additional funding is available.
- A building that runs two separate businesses will be considered one (1) property for the purposes of this application.
- The front façade of the building will include any façade return where the identical ornamental architectural details of the front façade, returns continuously on the side of the building. This includes, but is not limited to, the upper cornice, façade brick, facing material, stone, ornamental window trim, first floor cornice, and storefront display windows.

### Application:

The Village Administrator will conduct the initial consultation regarding the process.

All grant applications must be submitted to the Village Administrator and **must** include:

- Completed Downtown Façade Enhancement Application
- A project description
- Current photos of proposed work area
- Rendering/drawing of proposed work to scale, including the color scheme
- An itemized cost estimate of proposed work by a qualified third party. **If the total amount of any portion of the work exceeds \$3,000, you will need at least two (2) quotes to ensure**

**competitive pricing.** Quotes cannot be provided by family members or close friends. Quotes must be provided by a third party with an EIN number.

- One (1) application per project aspect. *i.e.*) If the overall project entails painting and new signage: one application for painting and one application for signage is kindly requested.

#### **Conditions (please review before applying to fully understand the applicant's role):**

- The property owner, and/or tenant, will be responsible for maintaining improvements provided by this grant for a minimum of 5 years without alteration, unless a change request is submitted to the Village Administrator for approval or further investment is approved.
- The property owner, and/or tenant, must obtain all required permits and plan approvals prior to beginning work. (These permits include, but are not limited to, building, zoning, occupancy, etc.).
- Permit cost may not be included in the grant application and applicable permits may still be required.
- If the property owner, and/ or tenant, is delinquent, and/or has a balance, on property taxes, Village of Swanton income tax payment(s), or Village of Swanton utility bill(s), the property owner, and/or tenant, must coordinate payment of taxes and fees before the Village of Swanton considers the application.

#### **Application Review Process:**

1. The Village Administrator will review all applications to ensure all information is included. The application will also be reviewed for eligibility and guideline compliance.
2. The applicant will meet with the Village Administrator to review the application and discuss what the applicant plans on doing if the grant is won.
3. The Village Administrator will conduct a site visit to the property.
4. The Village Administrator will use rubric to score the applications.
5. The applicant will be informed of approval or denial.

#### **Awards:**

- All applicants will receive written notification of approval or denial of the grant award.
- Approval must be confirmed prior to commencing work to be eligible to receive funds.
- Materials that will be used for work may not be owned nor bought before application approval.

- If a project comes in and the remaining funds are not enough to cover the grant reimbursement, the project may be broken into two separate parts, so the applicant may apply for the remaining funds in February of the following calendar year.
- To be eligible to receive the approved funds, the project must be completed as submitted. This is an approved agreement and any changes to the project after approval are ineligible unless the applicant comes in for a second approval for proposed changes prior to beginning the work.

\* If work is commenced once the application is approved and the quoted price is raised for any reason, the portion the Village pays will remain the same.

**Project Completion:**

- Applicants must provide photos of completed work.
- Proof of purchase of materials must be provided by the contractor to ensure work is done after application approval.
- The Village Administrator will conduct a site visit of the property to verify project completion.
- The Village of Swanton will pay the contractor directly for approved projects.
  - **A W-9 will be required from said contractor.**
- The Applicant will be responsible for the balance of the invoice after payment from the Village of Swanton. There will be no reimbursement of this cost to Applicant.
- Projects must be completed within the same calendar year of application.

\* Village employees, elected, or appointed officials, and government buildings are not eligible to apply for this program.



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## DOWNTOWN FAÇADE ENHANCEMENT APPLICATION

Project Name\_\_\_\_\_

Applicant Business\_\_\_\_\_

Contact Person\_\_\_\_\_

Address\_\_\_\_\_

Phone Number\_\_\_\_\_

Email Address\_\_\_\_\_

Total Amount of Grant Funding Requested \$\_\_\_\_\_

*\*Please note that Village employees and members of their households are not eligible to receive grant funds from this program\**

**Project Description:** Please describe the building enhancements planned for this project and attach the typed description to this application. Please include photos of the existing conditions, a scaled rendering of proposed work, and a detailed cost estimate from a qualified third party (two estimates if the project is over \$3,000).

Completed applications must be submitted to:

Shannon Shulters  
Village Administrator  
219 Chestnut Street, Swanton, Ohio 43558  
Email: [admin@villageofswantonohio.us](mailto:admin@villageofswantonohio.us)



Downtown Design Review  
Village of Swanton, OH

0 0.02 0.04 0.07 Miles



## The Secretary of the Interior's Standards for Rehabilitation

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.