

# FAÇADE IMPROVEMENT PROGRAM

## Main Street Chillicothe

514 Washington St. – Chillicothe, MO 64601 – 660.646.4071 – 660.646.5571(f)

### GENERAL GUIDELINES

1. Preference may be given in the following situations
  - a. Buildings that will keep the historical integrity
  - b. Buildings that contain retail uses over those that contain other businesses
  - c. Coordinated efforts of contiguous properties over individual properties
  - d. Front façade projects over other parts of the building
  - e. Renovation projects over new construction
  - f. Commercial/income-producing buildings over those owned by public agencies
2. New property owners are encouraged to apply
3. New business tenants are encouraged to apply
4. At the Matching Grant Committee's discretion, exceptions to any of the guidelines may be approved due to special conditions or situations

### PROJECTS ELIGIBLE FOR FUNDING

1. Exterior painting
2. Removing inappropriate or incompatible exterior finishes/materials.
3. Restoring exterior finishes and materials.
4. Recessing/reconfiguring of existing doors and entrances.
5. Repairing or replacing existing storefront window systems.
6. Signs (new, repairing, replacing and removing).
7. Exterior building and sign lighting, display area lighting.
8. Awnings; new, repairs or replacement of existing.

### APPLICATION, APPROVAL AND REIMBURSEMENT PROCESS:

Matching grants of up to a maximum \$5,000 may be awarded, dependent upon the availability of budgeted funds through CDC.

### This program is a step process:

1. Applicants asking for consideration must be investors of Main Street Chillicothe and have paid their \$50.00 yearly investment.
2. Applicant contacts the Chillicothe Main Street office and obtains the necessary paperwork. The paperwork will include:
  - General Guidelines and Information for Property Owners
  - Preliminary Matching Grant Application
  - General Conditions and Contract for Applicants

3. Applicant must read all guidelines, conditions, and forms prior to submission.
4. "Façade Improvement Program Preliminary Matching Grant Application" must then be filled out and submitted to the Main Street Chillicothe office. With the application there should be **pictures** accompanying that shows the current conditions of the building, as well as what the proposed renovation is to look like and estimated costs of the project.
5. After pictures and application are received, they are then turned over to the Main Street Design Committee for review. This committee either accepts proposal; rejects proposal; or make recommendations for change.
6. If Design Review Team accepts proposal, they make a recommendation for final approval to the Chillicothe Development Corporation (CDC). CDC is the funding source for this particular Main Street program.
7. Applicants are contacted to advise them of the decision regarding their project and the amount of funding being made available to them.
8. The Design Review Committee must review any changes made to the construction plans. Any changes that are contrary to the original intent/proposal for historical restoration may result in the funding being rescinded.
9. Once project has been completed, a financial report showing proof of expenses will be made to the Director of Main Street. Examples area: canceled checks, paid invoices, contractor's sworn statements, sub-contractor's waivers of lien, etc. Reimbursements will be based on actual project costs, not including "in-kind" labor or donated materials.
10. Renovation projects must be started within three months of the time of approval and completed within six months.

**Ineligible Expenses Include:**

1. Expenses incurred prior to receipt of project approval.
2. Improvements other than façade such as site improvements, parking lot improvements, sidewalks, landscaping work, etc.

**Any questions regarding the Façade Matching Grant Program should be directed to the Main Street Chillicothe office (660-646-4071).**

**MAIN STREET CHILLICOTHE**  
**Façade Improvement Program**  
**Preliminary Matching Grant Application**

Name of Applicant \_\_\_\_\_

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Phone # \_\_\_\_\_ FAX# \_\_\_\_\_

Applicant is: \_\_\_ Property Owner \_\_\_ Business Owner \_\_\_ Other

When does your lease expire? \_\_\_\_\_

Length of time at present address: \_\_\_\_\_

Property Owner's Name  
(If Different than Applicant): \_\_\_\_\_

*Note: If you are not the property owner please have the owner or authorized representative co-sign this application where indicated in the General Conditions.*

**Proposed Façade Improvements**

Please describe the proposed improvements to the property. Include **two color photos** showing the existing building conditions. If you have any additional building information such as measured plans or site plans or architectural documentation for improvements such as sketches or construction costs, please include them with the application.

Description of proposed improvements (e.g. new doors/windows/signs/lights/paint):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use additional paper as needed).*

What do you estimate the total project will cost?

\_\_\_\_\_

How much funding assistance will you need?

\_\_\_\_\_



**Total Estimate Amount:**

Estimated Amount to be paid by Property Owner: \$\_\_\_\_\_

Estimated Amount to be reimbursed to Applicant: \$\_\_\_\_\_

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*Office Use Only*

*Paid Invoices Received:* \_\_\_/\_\_\_/\_\_\_\_\_

*Total Paid Inv. Amount:* \$\_\_\_\_\_

*Date Reimbursed:* \_\_\_/\_\_\_/\_\_\_\_\_

*Amount Reimbursed:* \$\_\_\_\_\_

*Check #:* \_\_\_\_\_

**MAIN STREET CHILLICOTHE**

Façade Improvement Program General Conditions

1. I, the applicant, have read the "Façade Renovation and Improvement Guidelines for Merchants and Property Owners in the Downtown Historic District" and understand the criteria for approval of my application.
2. I further understand and agree that this is a "GRANT PROGRAM" and that this is not a guarantee of acceptance for funding. I further understand that the process for acceptance is in three (3) stages. These stages:
  - I. Reading and acknowledgement of all of the conditions\criteria as set out by Main Street Chillicothe and Chillicothe Development Corporation.
  - II. Application, pictures, and concept are submitted to Main Street and reviewed by a designated Design committee. This committee either accepts or rejects the proposal. If rejection occurs, it does not become a debatable issue as they have authority to accept or reject OR make further recommendations.
  - III. If application is accepted by the Main Street Chillicothe Design Committee, recommendation is then given to the Board of the Chillicothe Development Corporation for final approval. CDC is the funding entity for this program.
3. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.
4. It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.
5. It is expressly understood and agreed that the applicant will not seek to hold Main Street Chillicothe, Inc. and/or its agents, employees, officers and/or

directors liable for any property damage, personal injury, or other loss related in any way to the Façade Improvement Program.

6. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating the Façade Improvement Program.
7. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and shoveling in front of the property. There shall be no material changes to or adding to the façade, front, or awning of such building without approval of the Main Street Director.
8. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two (2) years.
9. The applicant authorizes Main Street Chillicothe, Inc., to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials and press releases.
10. Use a current application form! Main Street Chillicothe reserves the right to make changes in the guidelines of the Façade Improvement Program, between projects.
11. I understand that before consideration can be given for funding; those applying must be investors of Main Street Chillicothe (\$50.00\yr).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is not the property owner, please have the property owner or an authorized representative review the application and sign below.

As owner of the property at \_\_\_\_\_, I have reviewed the above application and authorize the operator of \_\_\_\_\_ at said address to perform the façade improvements described above as part of the Main Street Chillicothe Façade Improvement Program.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_