



VILLAGE OF BLISSFIELD  
Downtown Development Authority/Main Street Program  
130 S. Lane Street  
Blissfield, MI 49228  
(517) 486-3642

Façade Improvement Program  
Effective: June 14, 2017

### **Program Summary and Objectives:**

The Blissfield Downtown Development Authority/Main Street Program created the Façade Improvement Program to encourage private investment in Blissfield's commercial areas, in an effort to enhance the overall physical appearance and to maintain and restore historical characteristics of contributing structures. This program provides financial grants to property owners and their tenants for specific building improvements.

### **Program Eligibility:**

The program is for commercial buildings located within the following areas:

- Downtown Development District (DDA)
- National Registered Historic District (NRHD)

The focus of the Façade Grant program is retail/service businesses, but other business types (non-profit/cultural, office etc.) in the districts may be considered on a case-by-case basis.

### **Program Funding:**

The Façade Improvement Program is funded through the Blissfield Downtown Development Authority (DDA)/Main Street Program, and overseen by the Village of Blissfield government. The program is subject to funding approval by the Village Council each fiscal year.

### **Process for Reviewing Applications:**

The open application process runs from January 1 through March 1. Forms are available during that period from the Blissfield DDA/Main Street Program's office. Applications and required attachments are due by 4:00pm March 1st.

At its first meeting in March, the Main Street Design Committee will review each application for eligibility and feasibility. Following the yearly awarding of grants from the open application process, applications will be considered if funds are available on a first come, first serve basis.

After Committee Review, the Committee may recommend:

- Approval,
- Disapproval,
- Approval with conditions. If approved with conditions, the Committee may request that the grantee make specific changes to the proposed project before sending on to the DDA/Main Street Board for consideration.

Recommendations made by the Design Committee will be considered by the DDA/Main Street Board at the following board meeting. The determination of the Blissfield DDA/Main Street Program Board shall be final and binding.

Following grant approval by the DDA/Main Street Board, the Contract is provided to and signed by the Applicant (and owner if necessary) and Main Street Manager. The approved Contract will both be attached to and made a permanent part of the application.

### **Façade Grant Process – Step by Step:**

- 1) Submit a completed application with Contact/Project Information page, Project Description/Contractor Estimate page, (renderings, photos, samples etc. if applicable) and Signature page to the program.
- 2) Design Committee Review and recommendation to DDA/Main Street Board.
- 3) DDA/Main Street Board approval of project and funding.

- 4) Notice of grant award. The approved financial amount and Contract will be provided to and signed by both the Main Street Manager and the Applicant.
- 5) Secure proper building and zoning permits if necessary.
- 6) Complete work as approved in application.
- 7) Submit for Reimbursement including invoices and proof of payment in full to contractors.
- 8) Inspection and recommendation by Design Committee for project completion and payment.
- 9) DDA/Main Street Board approval.
- 10) Payment approval by village council and issued by the Village Clerk.

**Program Rules:**

- 1) All proposed improvements must be approved before work is started. Work started prior to grant approval will not be eligible for funding.
- 2) Participants must be current with any utility bills from the Village of Blissfield, as well as village and township property taxes for real and personal property of said address listed on the application.
- 3) Improvements funded through this program must be on any exterior face of the building that is visible from any Village street, right-of-way, or parking lot. No interior work will be funded.
- 4) Grant dollars are available for the following types of façade improvements:
  - a. Exterior brick or wall surface cleaning
  - b. Masonry/mortar joint repair
  - c. Patching, staining or painting of façade walls (not unpainted brick)
  - d. Addition or refurbishment of awnings
  - e. Window and door repairs and/or replacement
  - f. Repair or replacement of non-structural features such as cornices, parapets or similar architectural features
  - g. Exterior attached lighting
  - h. Rehabilitation of historic features
  - i. Sign Removal, repair or replacement
  - j. Removal of false facades, rooflines or overhangs not original to the structure

Examples of projects that grant dollars will not cover include but are not limited to: sand blasting of brick, architectural drawings, interior improvements, property purchases, roof improvements, plantings and landscaping, or parking.

- 5) A minimum of two cost estimates of the work to be done by licensed contractors are required for this application. Applicants may choose their contractor, but the program may award funding for the lesser estimate based on comparable proposed improvements. Copies of quotes must be provided to the program along with the application.
- 6) Applicants performing their own work must provide a minimum of two cost estimates for building materials. No labor costs will be paid out as part of the grant in this case.
- 7) In the NRHD district, preference will be given to those structures which contribute (or will revert to contributing) to protect the status of the NRHD. At **no** time will projects located in the NRHD be approved which would change the status of a contributing structure to non-contributing.
- 8) For contributing structures in the NRHD, improvements must utilize the Secretary of Interior’s Standards for Rehabilitation (see attachment) and should either:
  - a. Partially or fully restore the historic appearance of the building based on factual evidence, including photographs, written documentation, or other available resources.
  - b. Rehabilitate existing design elements from a time period of greater than 50 years old which may be eligible for consideration as “historic”, even if not original to the structure.

- 9) Renderings, drawings, photos, and material samples (while not required), are highly recommended to be included with the application to help illustrate the proposed improvements to your building.
- 10) The applicant may be an owner of, or tenant within, a proposed project. If the applicant is a tenant, the owner must also sign the Façade Grant Application.
- 11) Any changes to the scope of work of an approved façade grant application requires a review and amendment that must be approved by the Design Committee and DDA/Main Street Board. Examples include but are not limited to color/material changes, contractor changes, and project cost changes.
- 12) The grantee must complete their project in substantial conformance with the approved application. Work approved but not completed may have grant funds deducted from final payment at determination of the Design Committee or DDA/Main Street Board.
- 13) Once a project is approved for funding, work must be completed and inspected within one year from contract date or the award will be considered null and void.
- 14) The Façade Improvement Program is a reimbursement grant program. Money will be distributed after the project is completed, invoice presented to the program, and upon proof of 100% applicant payment to contractors. The Design Committee of the Blissfield DDA/Main Street Program will inspect and approve all completed work before payment of the grant is made.
- 15) Grant money will be paid out by check to the applicant as designated on the application form. It is between the applicant, the building owner, and the contractors to ensure any/all funds be directed to the proper recipient(s).
- 16) Work must comply with all Village of Blissfield building and zoning codes and is subject to permitting and inspections based on village ordinances.
- 17) The maximum grant per year, per applicant, is \$5,000. A large project may be funded up to \$5,000 per year, for a maximum of 3 consecutive years. However, under no circumstances will a single grant, or a multi-year grant, exceed 50% of the total project cost.
- 18) Each property may apply for and receive funding for one grant per fiscal year. Those which are still receiving funds from a previously approved multi-year award are not eligible until the fiscal year following completion of final grant payment.
- 19) As funding is limited and in instances of competitive applications, the committee reserves the right to amend an award amount based upon the availability of funds for maximum impact to enhance the business district.
- 20) Grants are processed in the normal village accounts payable cycle and reimbursement may take up to 60 days from final committee approval.
- 21) Applications for structures that have received a Design Service Rendering through the Michigan Main Street Program are expected to substantially utilize the services and renderings provided to rehabilitate the structure unless historical documents or planned use dictate otherwise.
- 22) The aforementioned will hold harmless and indemnify the Blissfield DDA/Main Street Program and Village of Blissfield for and against any and all claims which may be brought or raised against the program or village, and any of its officers, representatives, or employees.
- 23) During the administration of this program, the Blissfield DDA/Main Street Program shall not discriminate against anyone for any reason, including but not limited to the basis of race, color, religion, ethnicity, gender, age, disability, veteran status, or any other classification protected by law.

### **Submission Requirements:**

Applicants may direct questions, or submit a completed application with the required attachments to:

Blissfield Downtown Development Authority/Main Street Program  
 130 S. Lane St.  
 Blissfield, MI 49228  
 (517) 486-3642  
[mainstreet@blissfieldmichigan.gov](mailto:mainstreet@blissfieldmichigan.gov)



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**Applicant(s):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Building Owner (If Different From Applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property address: \_\_\_\_\_

Existing business name: \_\_\_\_\_

Existing use of building: \_\_\_\_\_

Building district location (See attached maps): \_\_\_\_\_ DDA \_\_\_\_\_ NRHD

Will proposed project correspond with a change in building use? \_\_\_\_\_

If yes, to what use? \_\_\_\_\_

Approximate year of construction: \_\_\_\_\_

Has the building been substantially remodeled or reconstructed? If yes, date: \_\_\_\_\_

Are you a first time applicant of the Blissfield DDA/Main Street Program's Façade Improvement Program? \_\_\_\_\_

Are you restoring or replicating structural elements? (Restore means same material that was used when the building was constructed; replication means that you are using alternative materials that look like the same materials originally used.)

\_\_\_\_\_

Total project cost: \_\_\_\_\_

Requested grant amount (May not exceed 50% of total project): \_\_\_\_\_

Proposed project start date: \_\_\_\_\_

Proposed project completion date: \_\_\_\_\_



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**Project description:**

Include information on product manufacturer, material, color, etc. and a drawing of the proposed improvements. Attach additional sheets if necessary:

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**Contractor Estimate Information:**

Applicant may make multiple copies of this page if utilizing more than one contractor or performing different portions of the work themselves. List each type of work separately under "Project Description", then enter the required bid information below.

Bid #1

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

Bid Amount for Work described above: \$ \_\_\_\_\_

Bid #2

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

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

Bid Amount for Work described above: \$ \_\_\_\_\_

\*Include copies of all estimates/quotes for work and/or materials with the application



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The undersigned applicant affirms that:

- a. The information submitted is true and accurate to the best of my (our) knowledge.
- b. I (we) have read and understand the conditions of the Façade Improvement Program and agree to abide by its conditions and guidelines.

Signature of applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of property owner (required if applicant is a tenant): \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

Submittal date: \_\_\_\_\_

Design Committee review date: \_\_\_\_\_

Design Committee recommendation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DDA/Main Street Board approval date: \_\_\_\_\_

Approved grant amount: \_\_\_\_\_



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**CONTRACT**

(To Be Completed After Awarding of Grant)

I (We) \_\_\_\_\_ have been approved to participate in the  
Blissfield DDA/Main Street Façade Improvement Program, fiscal year(s) \_\_\_\_\_.

I (We) have been approved for a grant in the amount of \_\_\_\_\_, and understand that the contract is  
between the Blissfield DDA/Main Street Program and the applicants - no money will be paid directly to any  
contractor. I (We) will complete all work as described in the application and as approved by the Design Committee. It  
is understood that no payment will be administered until all work specified in this contract has been inspected as  
authorized, meets all Village of Blissfield building and zoning codes and procedures, proof of payment in full to  
contractors, and proper invoices have been delivered for the completed work.

Print \_\_\_\_\_

Print \_\_\_\_\_

Sign \_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Program Applicant(s)

DDA/Main Street Manager

<p>OFFICE USE ONLY</p> <p>Approved grant amount: _____</p> <p>Contract expiration date: _____</p>
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**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.

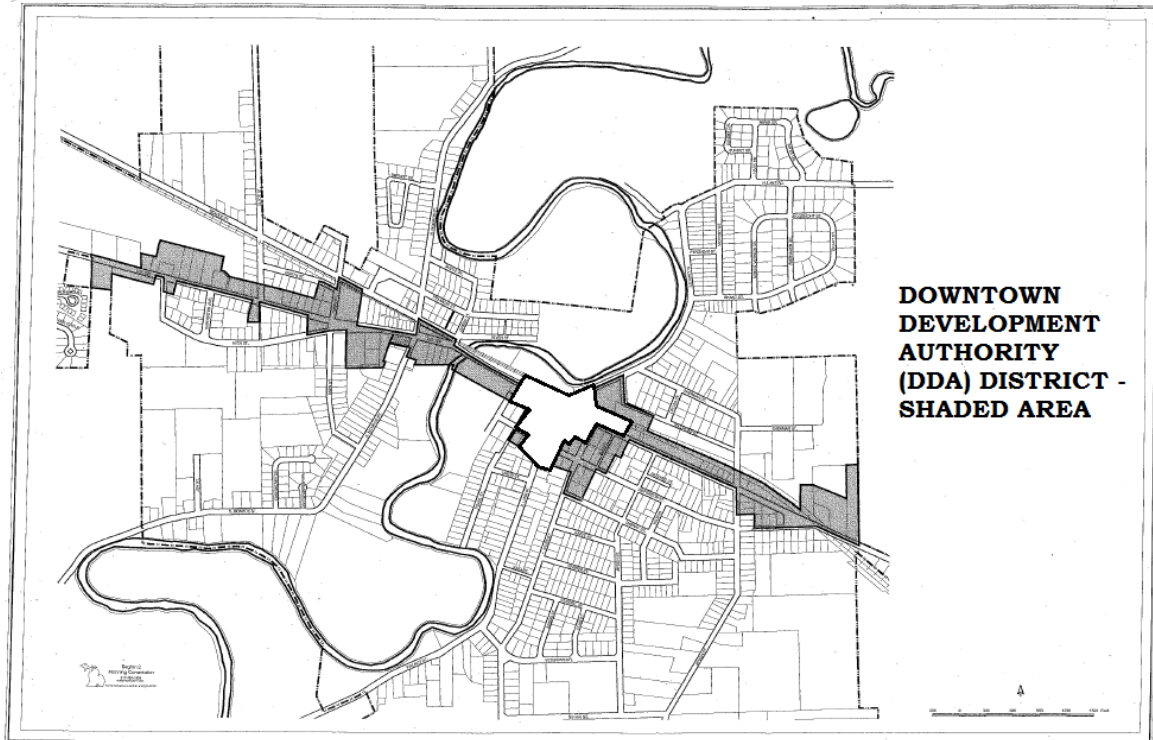
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration 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.





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**NATIONAL  
 HISTORIC  
 DISTRICT**



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Design Service Program  
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**Program Summary and Objectives:**

Each year the Michigan Main Street Center may provide up to three historical design consultations for the Blissfield DDA/Main Street Program. In order to be eligible for these consultations, the building must be in the Main Street Area. The Design Committee of the Blissfield DDA/Main Street Program will select these recipients based on integrity of the building being considered and the scope of the project. These applications are awarded on a first come, first serve basis.

**To Apply or for Further Information, Contact:**

Blissfield Downtown Development Authority/Main Street Program  
 Tyler Dotson, Main Street Manager  
 130 S. Lane St.  
 Blissfield, MI 49228  
 Phone: (517) 486-3642  
 Email: [mainstreet@blissfieldmichigan.gov](mailto:mainstreet@blissfieldmichigan.gov)

