



Village of Blissfield
Downtown Development Authority/Main Street
130 S. Lane Street
Blissfield, MI 49228
(517) 486-3642

Façade Improvement Program
Effective: April 20, 2016

DDA District Building Application

Program Summary:

The Blissfield Downtown Development Authority/Main Street created the Downtown Façade Improvement Program to encourage private investment in the downtown building stock, to enhance the overall physical appearance of downtown Blissfield, and to maintain/restore some sense of the historical character of each building. With funding provided by the DDA, the program will provide a financial grant to property owners for specific building improvements.

Program Rules:

- 1) Application forms will be available from January 1 through March 1 at the Blissfield DDA/Main Street Program's office.
- 2) Façade grant applications are due to the Blissfield DDA/Main Street Program's office by March 1 of each year. After March 1 of each year, applications will be considered if funds are available on a first come, first serve basis.
- 3) All proposed improvements must be approved before work is started. Work started prior to grant approval will not be eligible for funding.
- 4) The program is only for commercial buildings in existence at the time of the grant application and within the Blissfield DDA/Main Street District. This application is NOT for buildings located within Blissfield's National Historic District. There is a separate application available for those buildings.
- 5) Participants must be current with the Village of Blissfield and Township of Blissfield for real and personal property taxes for all properties owned by them in the Village of Blissfield and the Township of Blissfield.
- 6) Each individual is allowed only one grant application per commercial building per fiscal year.
- 7) 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.
- 8) Grant dollars are available for the following types of façade improvements:
 - a. Rehabilitation/restoration of building exterior (such as awnings, cornice work, and outside lighting)
 - b. Installation or replacement of appropriate windows and doors
 - c. Appropriate façade cleaning, painting, or tuck pointing (at gentlest means possible)
 - d. Masonry improvements and brick replacementGrant dollars will not cover sand blasting of brick, business signage, or architectural drawings.
- 9) A minimum of two cost estimates of the work to be done 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.
- 10) Applications must be completed and signed by the building owner. Tenants of a commercial property may apply with the commercial property owner's written permission.

- 11) The Design Committee of the Blissfield DDA/Main Street Program will vet each application to ensure that they maintain the architectural and historical integrity of each building, the district, and other pertinent criteria. After vetting is complete, the Design Committee will then present reviewed applications to the Blissfield DDA/Main Street Board for approval. Preference will be given to first time applicants. The decision of the Blissfield DDA/Main Street Program Board shall be final and binding.
- 12) Any changes to the scope of an originally approved façade grant application requires an amendment that needs vetted by the Design Committee. Once vetting is complete, the amended façade grant application will be forwarded to the Blissfield DDA/Main Street Program's Board for approval.
- 13) Every effort will be made to determine the number, scope, and dollar amount of the approved applications at the Blissfield DDA/Main Street Program's Board meeting that follows the Design Committee's review of the application. The reason for this is to ensure that building owners know of the Board's decision in a timely manner.
- 14) The Façade Improvement Program is a grant program. Money will be distributed after the project is completed and upon presentation of satisfactory evidence of expenditure and/or billing.
- 14) Work must comply with all Village of Blissfield building and zoning codes. The Design Committee of the Blissfield DDA/Main Street Program will inspect all completed work before payment of the grant is made.
- 15) Once a project is approved for funding, work must be completed and inspected within one year from contract date or the grant funds will revert back to the funding pool.
- 16) 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 years. However, under no circumstances will a single grant, or a multi-year grant, exceed 50% of the total project cost.
- 17) As the total program dollar amount is limited, the Design Committee reserves the right to amend an application based upon the availability of funds for maximum impact to the district.
- 18) 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 race, gender, religion, ethnicity, or any other reason.
- 19) Renderings (while not required), are highly recommended to be included with the application to help illustrate the proposed improvements to your building.



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- a. Building owner's name: _____
- b. Mailing address: _____
- c. Telephone number: _____
- d. Project address: _____

- e. Existing use of building: _____
- f. Are you a first time applicant of the Blissfield DDA/Main Street Program's Façade Improvement Program? Circle one Y N
- g. Will proposed project correspond with a change in building use? Circle one Y N
If yes, to what use? _____
- h. Project description (Include information on product manufacturer, number, color, etc. and a rendering of the proposed improvements. Attach additional sheets if necessary.):

- i. Estimated project cost by project element (attach quotes from a minimum of two licensed contractors): _____
- j. Requested grant amount: _____
- k. Proposed project start date: _____
- l. Proposed project completion date: _____



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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 (only if applicant is a tenant):

Date:

OFFICE USE ONLY

Submittal date: _____

Design Committee meeting date: _____

Design Committee action: _____

DDA /Main Street Board meeting date: _____

DDA /Main Street Board action: _____

Approved grant amount: _____



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DDA District Building Contract

CONTRACT (To Be Completed After Awarding of Grant)

I (We) _____ have been approved to participate in the Façade Improvement Program, fiscal year(s) _____. The portion of my (our) building project for which I (we) have been approved to receive a grant will consist of _____

I (we) will complete all work and will not receive a grant until all work specified in this contract has been approved as authorized, meets all Village of Blissfield building and zoning codes and procedures, and proper invoices have been delivered for the approved (completed) work.

I (we) have been approved for a grant of _____ once the above work is completed as approved, and understand that the contract is between the Blissfield DDA/Main Street Program and myself, no money will be paid to any contractor.

Program Participant

DDA/Main Street Program Representative

Date _____

Date _____

Witness _____

Witness _____

Date _____

Date _____