



Preserving our heritage. Strengthening our community. Welcoming the future.

UPTOWN PLAIN CITY ORGANIZATION (UPCO) 2019 FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM DESCRIPTION

The Uptown Plain City Organization provides 50/50 matching grants, up to \$2,500, for design improvements to commercial or mixed-use properties within the Historic Uptown area (see attached map). Grants will be made in accordance with the criteria and scoring system established by UPCO. Applications are available from the UPCO office located behind the Village Chambers building, 213 South Chillicothe Street, or on our website at <http://uptownplaincity.com>. Funds will be awarded at the July 6, 2019 UPCO Meeting.

OBJECTIVE:

The objective of the UPCO Façade Improvement Grant (FIG) Program is to encourage and facilitate appropriate design improvements to, and in conjunction with, commercial or mixed-use properties, taking into consideration the historic, architectural and site character of subject properties.

PROCEDURE: All items must be submitted with the application or it will be automatically disqualified.

_____ 1. Thoroughly review all information, including the Façade Project Guidelines and the Terms and Conditions.

_____ 2. Submit photograph(s) of existing conditions.

_____ 3. Complete the application form.

_____ 4. Include in your application:

- Cost estimate(s), on vendor letterhead.
- Detailed sketch/pictures of proposed improvements.
- Description of scope of project, with specs and materials list.
- Property Owner Release Form (if appropriate).

_____ 5. Submit all of the above by June 30, 2019 to:

Via U.S. Mail: Uptown Plain City Organization
 P.O. Box 297
 Plain City, OH 43064

Or drop off at the UPCO office (put in slot) located behind the Village Chambers building at 213 S Chillicothe Street (former zoning office).

NOTE: The Design Review Committee may request additional information from an applicant to further define or clarify his/her specific project.

FAÇADE PROJECT GUIDELINES

TERMS AND CONITIONS:

1. The project requires 50% matching funds.
2. You must obtain approval from the Design Review Board for all applicable exterior modifications.
3. You must obtain applicable permits/approvals from the Village of Plain City Zoning Inspector or Union County Building Department.
4. You must save all paid receipts from bona fide contractors or trades people, including proof of payment (i.e. canceled check, vendor receipt, etc.).
5. Funds must be returned to UPCO if project does not receive required approvals from other governmental bodies (permits, etc.), or if the applicant decides to not pursue the project.
6. Any un-awarded funds will get carried-over and added to the budgeted grant amount for the following year.
7. Projects should be completed within 365 days from the date of grant receipt. (In certain extenuating situations, the Design Review Committee may consider extending that deadline, if the request is submitted at the time of application, or immediately upon the occurrence of extenuating circumstance).
8. Organization or individual awarded the FIG agrees to become a member of UPCO for the calendar year. Membership fee can be subtracted from FIG award.

CRITERIA:

1. Eligible applicant - any person(s) or entity that owns or leases property in the Historic Uptown area is eligible to apply. Previous grant recipients are only eligible if the work related to that previous grant has been completed.
2. Project location in Historic Uptown area (per defined Village of Plain City boundaries).
3. Eligible projects may involve the major maintenance, repair, general rehabilitation, and restoration of commercial storefronts and upper story façades. It may also include the removal and replacement of commercial signs and awnings. Specifically, eligible projects include but are not limited to the following types:

A. BRICK AND STONE MASONRY

Structural repairs, cleaning, repointing, and painting

B. ARCHITECTURAL METALS

Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin

C. DOORS AND WINDOWS

Maintenance, repairs, replacement, and restoration of window sashes, or exterior door replacement/repair.

D. EXTERIOR WOODWORK

Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding

E. STOREFRONTS

Removal of inappropriate coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting

F. SIGNAGE

Maintenance, repair, removal, and/or replacement; lighting.

G. PAINTING

Surface preparation, cleaning and painting

H. AWNINGS

Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear.

I. ADA-ACCESSIBLE PROJECTS

Ramps, thresholds, entrances

J. SIDEWALK PROJECTS

Restoration, major repair/replacement

K. ROOFING PROJECTS

Restoration, major repair/replacement

4. Project timing: Any eligible project that commenced in this calendar year may be considered.

5. Projects/buildings **NOT** eligible under this grant include the following:

- A. Interior work that is not visible from the outside.
- B. Residential-only buildings.
- C. Landscaping-only projects
- D. Parking lot maintenance projects.

DISCLAIMER:

UPCO and its affiliates (including the Design Review Committee) disclaim any responsibility for ensuring that improvements undertaken through its Façade Improvement Grant (FIG) Program comply with the requirements of ADA. Owners should seek their own legal, architectural, or

engineering advice concerning ADA compliance. Awarding of a grant in no way constitutes approval of ADA or any other (including state or local) requirements. Furthermore, we do not accept any responsibility for any errors in improvements or omissions concerning construction, engineering, or architectural matters or the like.

DESIGN GUIDELINES:

To facilitate compliance with design standards, UPCO has adopted general guidelines pertaining to the preservation, maintenance, repair, or replacement of building components, such as masonry, wood, architectural metals, windows, entrances and store fronts. The basis for these guidelines was adopted from the Secretary of the Interior’s Standards for Rehabilitation. The Design Review Committee will review and comment on all submitted projects in terms of these design standards and guidelines.

SCORING SYSTEM:

Existing UPCO membership:		+5 points
Exterior building improvement:		+5 points
Project that faces main arterial street (Main or Chillicothe)		+5 points
Pre-approval of project by the DRB (next meeting TBD)		+10 points
Project start time:	Completed/in-progress to 3 months	+ 10 points
	3 to 6 months	+ 7 points
	6 to 9 months	+ 5 points
	9 to 12 months	+ 2 points

Design Review Committee Point Awards:

Significant visual improvement	+0 to 10 points
Benefit to Uptown	+0 to 10 points
Historic preservation components	+0 to 10 points

QUESTIONS:

Contact Darren Lee, UPCO Design Committee Chair, at design@uptownplaincity.com or Shannon Pine, UPCO President, at president@uptownplaincity.com.



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UPCO FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION

PROJECT INFORMATION:

Applicant Name: _____

Project Address: _____

Business(s) to be affected by this project: _____

CONTACT INFORMATION:

Contact Name: _____ Contact #: _____

Mailing Address: _____

E-Mail Address: _____

Is applicant the owner of the site? Yes ___ (attach Release Form) No ___ (attach Consent Form)

Briefly describe the Façade Improvement project (attach material list and use separate page if necessary): _____

Expected start date of construction: _____

Expected completion date (provide explanation on separate page if longer than 1 year from start date): _____

Estimated Total Project Costs: \$ _____ (Attach estimate, if applicable)

Grant Request: \$ _____ (1/2 total cost of project or up to \$2,500 maximum, whichever is lower)

I hereby acknowledge that I understand and accept the Terms and Conditions of the UPCO Façade Improvement Grant (FIG) Program. This signature indicates my intent to meet the specified Terms and Conditions if grant money is awarded. I further understand that, upon grant award, payment will be in strict accordance with UPCO-approved Façade Design Guidelines and the Terms and Conditions thereof, which are hereby made part of this agreement.

Applicant Signature: _____ Date: _____

(For Office Use Only)

Application Receipt Date: _____ Date of DRC Evaluation: _____

Total Score: _____ (See comments on Evaluation Form)

UPCO PROPERTY OWNER RELEASE FORM (For Owner/Applicants)

UPCO Façade Program Applicant: _____

Property Address: _____

Description of Project: _____

(Estimated) Project Start Date: _____

I, _____, as owner of the above property, hold the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Façade Improvement Grant Program.

Signature: _____

Date: _____

PROPERTY OWNER CONSENT FORM (For Tenant Applicants)

UPCO Façade Program Applicant: _____

Property Address: _____

Description of Project: _____

(Estimated) Project Start Date: _____

I, _____, as owner of the above property, do give my consent for this project to occur, holding the Uptown Plain City Organization (UPCO), and its agents, harmless of any and all liability that may arise from the implementation of this project or the UPCO Façade Improvement Grant Program.

Signature: _____

Date: _____

