



Charlevoix Main Street Façade Incentive Grant Program Application

Applicant's Name: _____ Phone # _____

Business Name _____

Property Owner's Name _____

Project Address _____

Parcel # _____

Mailing Address (Applicant) _____

The work to be performed in connection with the Charlevoix Main Street DDA Façade Incentive Grant Program, for which the Applicant will be reimbursed, is outlined below:

Improvement(s) Planned (check whichever applies)

Exterior brick or wall surface cleaning

Pointing of brick/Mortar joint repair

Patching and painting of façade walls

Window and/or door replacement/repair

Cornice repair and/or replacement

Other (please specify) _____

Façade(s) Impacted (check whichever applies)

Front Rear Side Corner lot

Total Cost of Improvement \$ _____

Incentive Amount Requested \$ _____

The following information must be submitted with your application to ensure quick processing:

1. Project Improvement Plans drawn to scale, if applicable
2. Samples of paint colors to be used in façade improvements



3. Photograph(s) of existing condition of property
4. Historic photo of building(s), which can be found in the archives of the Charlevoix Historical Society
5. Proposed budget and detailed cost estimates (minimum of two) for work
6. Written permission by property owner, if tenant
7. Proof of payment of taxes (available at Charlevoix City Hall)
8. \$250 application fee (check payable to Charlevoix Main Street DDA)
9. Proof of project funding (letter from bank or statement)

The Applicant certifies and agrees to the terms and conditions set forth below:

1. The Applicant is the owner or tenant of a property in the Charlevoix Main Street Façade Incentive Grant Program Target Area as outlined in the Charlevoix Main Street Façade Incentive Grant Program Guidelines Exhibit “A”, hereinafter referred to as “Program Guidelines”.
2. The Applicant is in good standing with the City of Charlevoix in terms of payment of taxes and utilities.
3. The Applicant agrees to be bound by the rules as outlined in the Façade Grant Incentive Program Guidelines and should consult the Secretary of Interiors Standards for Rehabilitation (see Exhibit C) when making decisions regarding the aesthetic quality of the façade design.
4. All improvements to be undertaken will be consistent with all applicable zoning and building codes. Further, if review is necessary by the Charlevoix Planning Commission in accordance with the Charlevoix Zoning Ordinance, the review will be conducted before the work on the façade begins. Applicant must pay all relevant fees.
5. Only the work that is outlined on the application will be eligible for reimbursement.
6. The project must be completed within one year of approval of the application. There are no extensions of grant funds. The project is not eligible for reimbursement if the work is not completed during the approved time period.
7. Funds are awarded on a reimbursement basis. Disbursement of funds shall be made only after the entire project is complete and certified by City staff and the grant inspector to be in compliance with the approved design. The work must also adhere to any required inspections (e.g. Charlevoix County) before funds are disbursed for reimbursement. The



Applicant must submit copies of invoices, receipts and an itemized statement of the total cost of the project, signed by the applicant. All documentation for payment must be provided at one time to Charlevoix Main Street for one payout, and the receipts must be provided no later than fifteen (15) months after the application has been approved. Payment will be made to the applicant by Charlevoix Main Street within 4-6 weeks. Charlevoix Main Street will only make checks payable to the Applicant. The amount of the reimbursement must adhere to the Program Guidelines. The specific amount is outlined in the application.

8. The Applicant understands that he/she is responsible for the construction management for the entire project.

9. The grant money awarded will be in keeping with the Façade Grant Incentive Program Guidelines and shall not exceed the amount as outlined in the application.

10. It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and in compliance with all federal, state, and local safety conditions, safety regulations, building codes, ordinances and other applicable regulations.

11. The applicant shall, at his/her own expense, indemnify, protect, defend and hold harmless Charlevoix Main Street DDA and/or its agent and employees, from all claims, damages, lawsuits, costs, and expenses, for any property damage, personal injury or other loss relating in any way to the Charlevoix Main Street Façade Incentive Grant Program.

12. The Applicant understands that he/she is responsible for the maintenance of the façade improvements described here for a period of ten years from the project completion.

Applicant's Signature _____ Date _____

Property Owner's Signature _____ Date _____

Complete and return to:

Charlevoix Main Street DDA
210 State Street
Charlevoix, MI 49720
(231) 547-3257