



## **GARDEN CITY COMMERCIAL REVITALIZATION GRANT PROGRAM**

The Garden City Commercial Revitalization Grant Program is for businesses located in Garden City. Each building used primarily for business in Garden City is eligible for a grant award. The Town recognizes that property owners and tenants may need assistance making costly improvements and enhancements to the exterior of their buildings. Applications will be accepted and reviewed by the Grant Committee. The applicant will also be required to give a five (5) minute oral presentation to the Grant Committee at a Board meeting to be scheduled with the Garden City Town Clerk. The meeting will be held at the Garden City Town Hall, 621 27<sup>th</sup> Street Road, Garden City, Colorado. Dates are typically the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month, and your application is due by 2:00 p.m. on the Wednesday before the meeting.

A maximum reimbursement of up to 50% of the cost of improvements with a maximum reimbursement request of \$8000. Please check with the Town Clerk to see if there are funds available.

### **POTENTIAL USES OF FUNDS:**

- Historic renovation
- Removal of false facade
- Chemical removal of paint from brick facades
- Stucco, new or restoration
- Painting (all colors must be approved)
- Window or door replacements or repairs
- Repointing of mortar joints for bricks or stone
- Signs (including the removal of old signs, and/or the design and installation of new signs) in accordance with the Garden City Sign Code.
- Awnings/canopies (including the removal of old awnings and canopies and installation of new awnings and canopies)
- Landscaping
- Exterior doorways facing the street
- Creating or Updating Outdoor Spaces for Customers (applies only to permanent materials and fixtures)

## **PROJECTS THAT WILL NOT BE ELIGIBLE:**

- Roofing
- HVAC
- Interior improvements
- Back or side entryways that do not face a street (unless it is a part of updating or creating outdoor spaces for customers)

## **CRITERIA:**

Grants will be awarded on the merits of the projects. Greater consideration will be given to proposals that restore a historical appearance to the building rather than preserving or enhancing a modern makeover.

## **RULES AND REGULATIONS**

- Must be located in the Town of Garden City
- Work must meet Town building code requirements
- Applicants are responsible for acquiring and completing all necessary Town permits.
- Two professional contractor estimates for the cost of the intended improvements must be submitted with each application.
- Reimbursement will be made upon completion of the project and proof that payment has been made for all materials and labor. The documentation must represent the total cost of the project. (Example: applicant is requesting \$3000. The applicant must show \$6,000 in paid bills towards the **approved** renovations of the project.) All costs to be certified by the contractor and accompanied by a lien waiver from said contractor prior to reimbursement by the Town.
- Application must include a design sketch with color choices (color samples), materials to be used and a written description of renovations and enhancements.
- Renovation and enhancements must comply with the design sketch and written description as approved by the Grant Committee.
- Written approval of building owner must be included in application (if building is leased).
- Agreement for exterior facade easement. (Owner(s) must agree to grant the town an exterior facade easement for five (5) years. The easement will state that no new exterior work may be done on the building without prior approval by the Town. Simple maintenance or work that does not alter the substantial appearance of the exterior will be exempt from this requirement).
- Only one (1) grant per building per year.

***Work must be completed no later than five (5) months after grant approval or all funds will be forfeited.***

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**APPLICATION CHECKLIST**

- Application
- Two contractor estimates for the cost of improvements
- Design sketch and written description of improvements and enhancements (include color samples and a description of materials to be used)
- Written approval of building owner if leased
- Project schedule
- Pictures of property before work
- Submit application before 2:00 p.m. on the Wednesday before the Board Meeting where you will present your application

**APPROVAL/PAYMENT CHECKLIST**

- Final receipts and/or invoice(s)
- Pictures of the property with completed work
- Addendum to Grant Application
- Submit the above three items before 2:00 p.m. on the Wednesday before the Board Meeting where you will request payment

Note: You will be required to sign a Façade Easement Agreement before the check will be released. A copy of the agreement is included in the grant packet for your review.

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**PROJECT NAME:**

\_\_\_\_\_

**A. APPLICANT**

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone: Home: \_\_\_\_\_  
Work: \_\_\_\_\_

**B. PROJECT INFORMATION**

1. Building address: \_\_\_\_\_
2. If leased, name & address of building owner(s):  
\_\_\_\_\_  
\_\_\_\_\_

Estimate cost at time of application:

\_\_\_\_\_

Estimated grant payment:

\_\_\_\_\_

Amended cost of project:

\_\_\_\_\_

Date of Amendment: \_\_\_\_\_

Final requested grant payment:

\_\_\_\_\_

**C. PROJECT DESCRIPTION:**

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

- Attach revitalization plans (schematics, construction drawings, etc.) Designs must include materials to be used and color choices. See Rules & Regulations and Checklist for details.
- Applicant must appear before the Board to get approval prior to starting the project and after the project is complete. Call the Town Hall at 970-351-0041 to be put on the agenda.

Project Schedule: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Applicant, by virtue of signature on this application document and upon acceptance of funds provided by the Garden City Commercial Revitalization Grant Program Committee, agrees to the terms and requirements of the Commercial Revitalization Grant Program.

\_\_\_\_\_  
Building Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Tenant

\_\_\_\_\_  
Date

**ADDENDUM TO GRANT APPLICATION**

1.) The applicant hereby agrees that he will not knowingly employ or contract with any undocumented alien to perform work under any purchase order or contract for which grant funds may be made available nor will applicant contract with any subcontractor that knowingly employs or contracts with undocumented workers.

2.) Applicant warrants and agrees that it has or will verify that it does not employ any undocumented aliens through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration Department of Homeland Security or that applicant with otherwise comply with C.R.S. 8-17.5-102 (2)(b)(i).

3.) The applicant shall comply with all reasonable requests made in the course of any investigation by the Colorado Department of Labor and Employment. If the applicant fails to comply with any requirement of this provision or C.R.S. 8-17.5-101 et seq. the Town of Garden City may terminate the above referenced grant for breach of the grant conditions and all payments to applicant may be terminated.

Certified and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**GARDEN CITY  
COMMERCIAL REVITALIZATION GRANT PROGRAM  
FACADE EASEMENT AGREEMENT**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_ and THE TOWN  
(Property Owner)  
OF GARDEN CITY, COLORADO.

WHEREAS, the Town of Garden City realizes the importance of the commercial enterprises in the Town and desires to support those commercial interests so as to increase the potential tax revenues to the Town; and,

WHEREAS, the Town of Garden City believes it would be in the best interests of both the Town and the businesses in Garden City to provide a method whereby improvements and enhancements to the exterior of buildings in Garden City and particularly along 8<sup>th</sup> Avenue, would revitalize the Garden City business district to the benefit of both the business owners and the Town of Garden City; and,

WHEREAS, the Town has determined that matching funds to business owners for making improvements to the exterior of their buildings in the Town, thereby enhancing the appearance of the business district, would meet the aforementioned objectives.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Town will accept the business owners application for reimbursement of improvements to Owner's property as specifically outlined in the application for a total reimbursement amount of \$\_\_\_\_\_.
2. Owner thereby grants to the Town of Garden City an easement for the exterior of Owner's building and improvements on the premises including, but not limited to, the improvements provided for under Owner's application, all of which constitute the exterior facade of Owner's building.
3. Construction of the improvements must commence no later than \_\_\_\_\_ and shall be completed no later than five (5) months after such commencement date.
4. Promptly after the completion of the construction of the improvements in accordance with this Agreement, Owner will furnish to the Town an appropriate document and photographs certifying such completion.
5. The grant recipient agrees to maintain the exterior of the building in satisfactory condition for a period of five (5) years from the date of commencement of the improvements or construction. If grant recipient fails to maintain the building in a satisfactory condition, the Town shall be granted

permission to repair the exterior of the building and recover the grant funds in addition to the cost of repairs from the grant recipient.

6. Owner agrees for himself, his heirs, successors and assigns, that he shall not make any alterations to the exterior or facade of the building after completion of the improvements without prior approval of the Town. Routine maintenance work that does not make any material alteration of the appearance of the exterior of the building shall be permitted.

7. In the event that Owner violates the conditions of this Facade Easement, the Town may demand and Owner shall pay to the Town the amount of the grant given to Owner of the aforementioned improvements.

8. After five (5) years from the date of commencement of the improvements provided for by this Agreement, Owner shall be released from any and all liability concerning such grant amount recited above.

9. This Agreement shall not be applicable in the event the building is damaged by wind, flood, fire or other catastrophe to the extent the facade must be removed or completely renovated.

10. This Agreement shall inure to the benefit of the heirs, successors, personal representatives and assigns of the parties.

DATED: \_\_\_\_\_

\_\_\_\_\_  
OWNER

TOWN OF GARDEN CITY

BY: \_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
DEPUTY CLERK