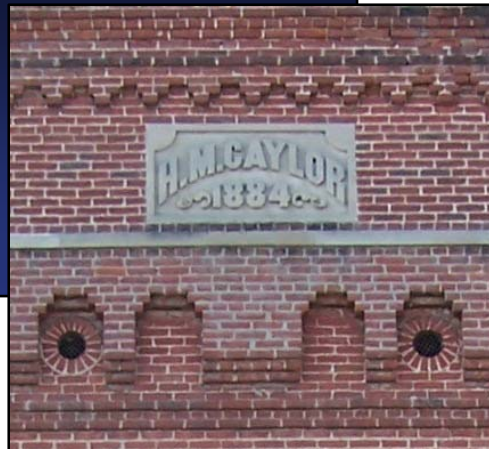


# **FAÇADE IMPROVEMENT GRANT PROGRAM**

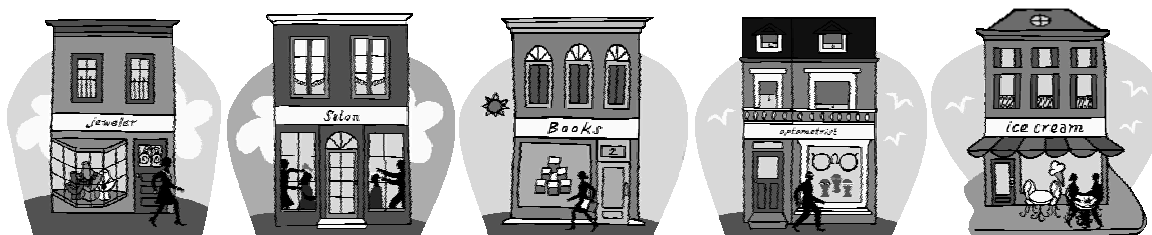


**Noblesville, Indiana**  
**August 2007**

## TABLE OF CONTENTS

Program Overview .....	1
Program Objectives .....	1
Eligibility Requirements .....	2
Program Boundaries .....	3
Available Funding .....	4
Program Guidelines .....	6
Eligible Improvements & Expenses .....	7
Application Process .....	12
Timeline .....	13
Other Programs .....	14
Project Partners.....	15
List of Appendices.....	16
A. Grant Application Checklist .....	17
B. Façade Improvement Grant Application .....	18
C. Bid/Estimate Summary Sheet .....	20
D. Façade Maintenance Agreement .....	21
E. Façade Improvement Agreement.....	22
F. Summary of the <i>Secretary of the Interior's Standards for Rehabilitation</i> .....	23
G. Contacts & Other Sources of Information .....	24
H. Preservation Briefs .....	28
I. Preservation Tech Notes .....	30
J. Applying the Grant Guidelines to Your Building: Local Case Studies.....	32

# FAÇADE IMPROVEMENT GRANT PROGRAM



## PROGRAM OVERVIEW

The City of Noblesville's Façade Improvement Grant Program is designed to stimulate downtown investment, maintain and expand the economic contribution of the Central Business District, promote architectural appreciation and initiate aesthetic improvements in downtown Noblesville. The program is administered by the City's Department of Economic Development whose staff members will work directly with applicants during the grant application process. All completed applications will be reviewed by a five-member Façade Grant Review Committee before being approved for funding.

## PROGRAM OBJECTIVES

The primary objectives of the Façade Improvement Grant Program are to:

- ✦ **Stimulate downtown investment** through preservation, rehabilitation and restoration of historic commercial buildings by offering financial and limited technical assistance for façade improvements;
- ✦ **Maintain and expand the contribution of the Central Business District** to Noblesville's economy by providing a pleasing and aesthetically acceptable downtown that attracts new businesses and consumers;

**Preservation** – Protecting a historic building in its present state from further deterioration or damage.

**Rehabilitation** – Adapting an historic building for modern use.

**Restoration** – Accurately depicting a historic building as it appeared at a particular time period by removing features from other time periods and reconstructing missing features from the restoration period.

- ✦ **Promote architectural appreciation** through maintenance and rehabilitation of historic downtown Noblesville properties using practices that conserve the existing building stock and encourage the maintenance of historic or distinct architectural features; and to
- ✦ **Initiate aesthetic improvements** by helping to offset the cost of rehabilitation of an existing façade or creation of a façade that is architecturally consistent with the downtown.

## ELIGIBILITY REQUIREMENTS

**To participate in the Façade Improvement Grant Program, an eligible property must:**

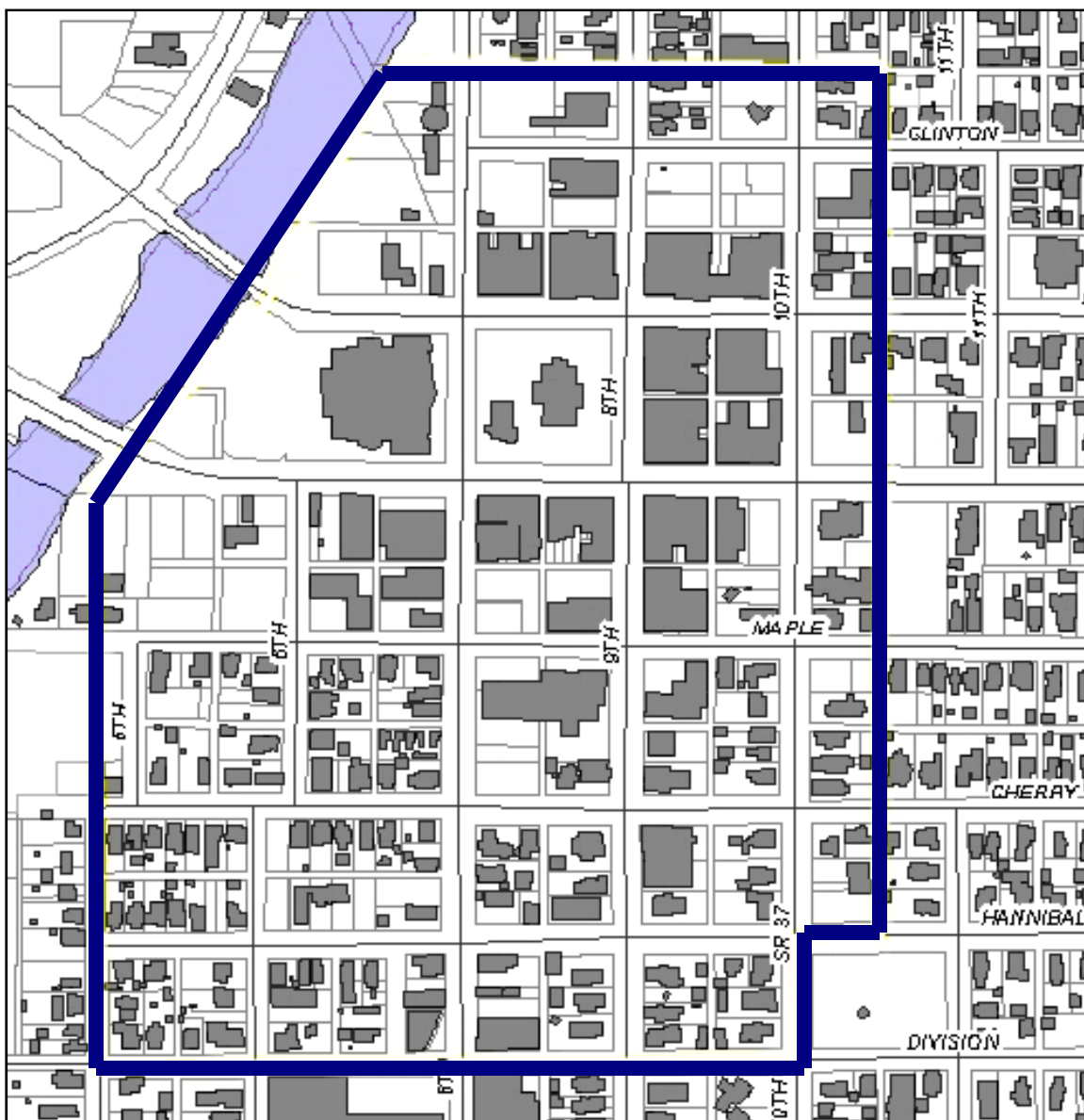
- ✓ **Be located within the Program Boundaries**, which are as follows (see next page for boundary map):
  - North: Alley north of Clinton Street
  - East: Alley east of 10th Street
  - South: Division Street
  - West: 5<sup>th</sup> Street and the White River
- ✓ **Have commercial activity as its primary purpose**, including but not limited to traditional retail and specialty shops, services, restaurants and bars, live entertainment, cultural venues, galleries and professional offices.
- ✓ **Not be delinquent in property taxes, City liens or fines**. This requirement applies to both property and applicant.

**Façade** – The exterior of a building from ground level to roofline. Specifically refers to the front or primary elevation(s) of a building but may also be used to refer to the sides and rear.

**Storefront** – The portion of a building's first story that faces the street and is occupied by or made available for retail use. Usually includes an entrance and display windows.

## PROGRAM BOUNDARIES

All eligible properties must be located within the area bounded on the north by the Alley north of Clinton Street, on the east by the Alley east of 10<sup>th</sup> Street, on the south by Division Street and on the west by 5<sup>th</sup> Street and the White River. The map below depicts these boundaries.



Base map provided by the Department of Planning, City of Noblesville, Indiana.

## AVAILABLE FUNDING

The City of Noblesville offers three different grants to assist commercial property and business owners in the Central Business District. Available funding includes a Small Projects Grant, a Substantial Façade Improvement Grant and an Architectural Design Assistance Grant. If you are unsure which grant is right for your property, please contact the Department of Economic Development.

**Noblesville Department of Economic Development**  
City Hall  
16 S. 10th Street, Suite 275  
Noblesville, IN 46060  
Phone: (317) 776-6345  
Fax: (317) 770-1407

### Small Projects Grant

A 50% reimbursement of total approved actual project costs up to a maximum of \$2,500 per business/building owner (\$5,000 total project cost). This grant is available to property and business owners with street-level businesses with a storefront presence. Tenants must provide written permission of building owners.

Funding is available for a range of small projects including but not limited to the restoration, repair and/or removal of outdated and inappropriate exterior fixtures – to include signage, awnings and lighting – and replacement of said with appropriate styles. Primary (front-facing) facades, double facades on corner buildings, and facades that are clearly visible from the public right of way are eligible for funding. Total project costs must meet or exceed \$1,000 (for a minimum grant of \$500) to be considered for funding. Each business/building

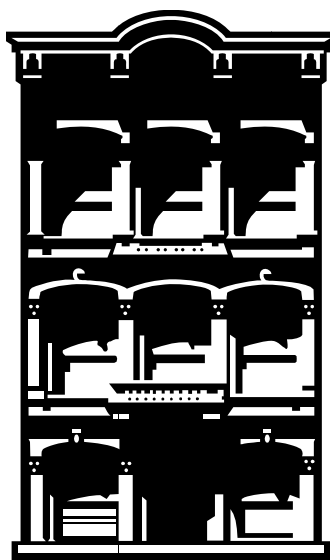
**“The storefront is usually the most prominent feature of a historic commercial building, playing a crucial role in a store’s advertising and merchandising strategy.”**

*[The Secretary of the Interior’s Standards for the Treatment of Historic Properties, p.9]*



owner may apply and receive funding up to two times a year or until the maximum match has been reached, whichever comes first. Potential applicants may apply for funding each year. All improvements must comply with local and state ordinances and codes as well as follow the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings*. See pages 9-10 for a complete list of improvements and expenses eligible for funding.

### Substantial Façade Improvement Grant

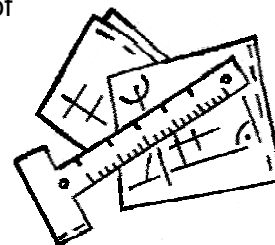


A 50% reimbursement of total approved project costs up to a maximum of \$25,000 per building (\$50,000 total project cost). This grant is available to both building and business owners (tenants) for permanent aesthetic exterior improvements, exterior rehabilitation and/or extensive restoration of significant portions of a building's facade. Tenants must provide written permission of building owners. Eligible work may include window and door repair, cornice repair, exterior surface cleaning and painting, masonry repair, and other substantial improvements. Primary (front-facing) facades, double facades on corner buildings, and facades which are clearly visible from the public right of way are eligible for funding. Total project costs must meet or exceed \$5,000 (for a minimum grant of \$2,500)

to be considered for funding. Each building may receive funding only once a year. All improvements must comply with local and state ordinances and codes as well as follow the *Secretary of the Interior's Standards for Rehabilitation for the Rehabilitation of Historic Buildings*. See pages 10-11 for a complete list of improvements and expenses eligible for funding.

### Architectural Design Assistance

A 100% reimbursable grant up to \$500 per project available for the cost of professional design services associated with the rehabilitation of commercial building exteriors. To receive reimbursement, the design must be used in an actual project. May be used in conjunction with either the Small Projects Grant or the Substantial Façade Improvement Grant. See page 12 for a complete list of expenses eligible for funding.





## PROGRAM GUIDELINES

- ❖ **Start of Work:** Work related to a Façade Improvement Grant cannot begin until authorized by the Program Administrator. Funds spent before grant approval do not qualify as matching funds and are not eligible for reimbursement.
- ❖ **Distribution of Grant Money:** Funds will be allocated on a ***first come first serve*** basis according to the date of application and subject to the availability of budgeted funds.
- ❖ **Changes to Project Plans:** Any unapproved changes to project plans will void the grant and result in nonpayment of funds. If recipient decides to change the project after approval, they must immediately contact the Department of Economic Development for additional project review. Funding awards cannot be increased after notification of the initial award.
- ❖ **Ownership of Property:** If the applicant is not the owner of the building, written consent detailing the intended improvements must be obtained from the legal owner and submitted with the application. No grants will be awarded to government-owned properties. Non-profit organizations are not excluded from applying for grant funds; however, priority will be given to privately-owned commercial or mixed-use buildings.
- ❖ **Cost Estimates (Bids):** The applicant is required to obtain in writing ***two*** preliminary cost estimates for all eligible improvements for which funding is being requested. The bids should be *itemized for each portion* of the improvement project (signage, exterior painting, window repair, etc.). The Department of Economic Development reserves the right to request additional bids at any time. All improvements that are not eligible for the Façade Improvement Grant Program should be bid separately. The bids submitted to the Program Administrator shall include only those improvements that are eligible for grant assistance. Bids must be made from the same scope of work by each contractor. Projects that are approved for funding will be based on the lowest of the bids; however, the applicant may select any of the submitted bidders to construct the improvement if the applicant chooses to pay the higher cost.







**Labor by Applicant:** The applicant may be capable of doing certain types of labor. After consultation with the applicant, if the Program Administrator determines that the applicant is qualified to perform the approved work, the applicant will be notified. All mechanical work such as electrical, plumbing and heating must be completed by a licensed contractor. The applicant must submit an itemized, written cost estimate for the work to be completed. In addition, the applicant must obtain and submit two written bids as required for all eligible improvements for which the applicant is requesting funding. ***Applicant labor may only account for 25% of the applicant's required match.***



**Permits & Fees:** Grant recipient is responsible for obtaining any required local and/or state permits. Additional information on permits is available from the City of Noblesville's Planning Department (317-776-6325). City and/or state permitting fees are not eligible for grant funding.



**In Addition:**

- All construction management shall be the responsibility of the applicant.
- Project costs are not to include the acquisition of real estate property.

## ELIGIBLE IMPROVEMENTS & EXPENSES

### Design Review

All applications are evaluated by the Façade Grant Review Committee who follows the advisory direction of the *Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings* (available at <http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>), and the *Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings* (available at <http://www.nps.gov/history/hps/tps/tax/rhb/guide.htm>).

All projects seeking grant funding should follow these standards and guidelines. All projects are subject to approval by the Review Committee who may approve or deny portions of each application and accept the altered project without resubmission. In addition, each

**Standards** – A set of criteria and best practices for conducting an activity or task.

**Guidelines** – Suggestions and recommendations for putting the standards into practice.

grant is available for a specific set of improvements or related expenses. On the following pages you will find a listing of project expenses that may be eligible for funding and those that are

ineligible. If you are unsure, please ask the Program Administrator at the Department of Economic Development for clarification.



Early twentieth-century photograph of downtown Noblesville showing the use of canvas awnings and pedestrian-scaled signage and lighting.

*[From the Roberts Collection, Hamilton East Public Library]*

## Small Projects Grant

### Eligible Improvements & Expenses

- **Signage** - The restoration of historic signs and the design, construction and installation of new signs approved by the City and in conformance with the City's sign ordinance and the Municipal Code. May also include the removal of non-conforming or unused signs.
- **Awnings** – Canvas awnings with or without signage. Also includes canopies, marquees, and railings where historically and/or architecturally appropriate. May also include the removal of non-conforming or unused awnings and canopies.

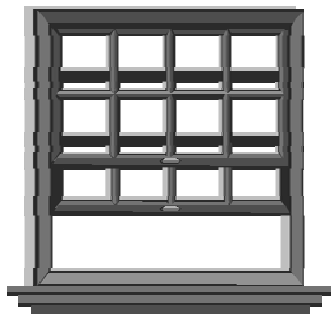
- **Lighting** – Restoration, replacement, or new construction of historically and/or architecturally sensitive decorative lighting fixtures for the exterior of the building.
- **Hardscapes** – Hardscapes such as trellis work and fixtures permanently adhered to the façade of the building may be considered on a case by case basis if they are part of a larger design scheme.
- **Other Small Projects** – Miscellaneous small projects that fall beneath the funding limit of \$5,000 may include window and door repair or replacement, exterior surface cleaning and painting, and small detail work.



### **Ineligible Improvements & Expenses**

- **Inappropriate Materials and Treatments** – Including but not limited to the installation of aluminum or vinyl siding and the use of sandblasting.
- **Interior Improvements** – Including restoration or rehabilitation work, interior window coverings, and interior window displays.
- **Site Improvements** – Other than building improvements such as paving and fencing and improved pedestrian amenities such as sidewalks or benches.
- **Landscaping** – Including but not limited to street trees, shrubbery, raised planters, planting areas, irrigation systems or any other plant materials.
- **Electrical Work** – Except as related to appropriate signage or exterior lighting.
- **Security Systems**
- **Personal Property** – The purchase and installation of furnishings, equipment, or other personal property which does not transfer ownership as part of the real estate.
- **Permits & Fees** – Any local and/or state permitting costs or fees.

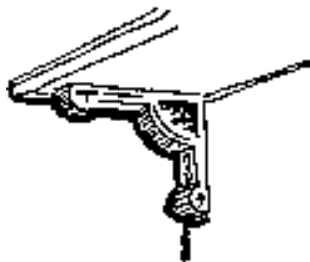
## **Substantial Façade Improvement Grant**



### **Eligible Improvements & Expenses**

- **Doors and Windows** – Repair, restoration, replacement and installation of doors and windows, frames, railings, sills, glazing or glass, including storefront display windows. Restoration or reconstruction of original storefront entrance, as well as original window openings, is encouraged.

- **Exterior Wall Finishes** – Cleaning, repairing or repainting building exterior surfaces, including brick, stone, wood, cast iron, tile, stucco or other similar exterior finishes and decorative treatments. All exterior wall finishes and improvements will be compatible to the architectural style of the building, and color schemes shall accent the building and harmonize with adjacent buildings.



- **Cornices and Decorative Detailing** – Repairing or replacing cornices and other decorative detailing.

- **Hardscapes** – Hardscapes such as trellis work and fixtures permanently adhered to the façade of the building may be considered on a case by case basis if they are part of a larger design scheme.

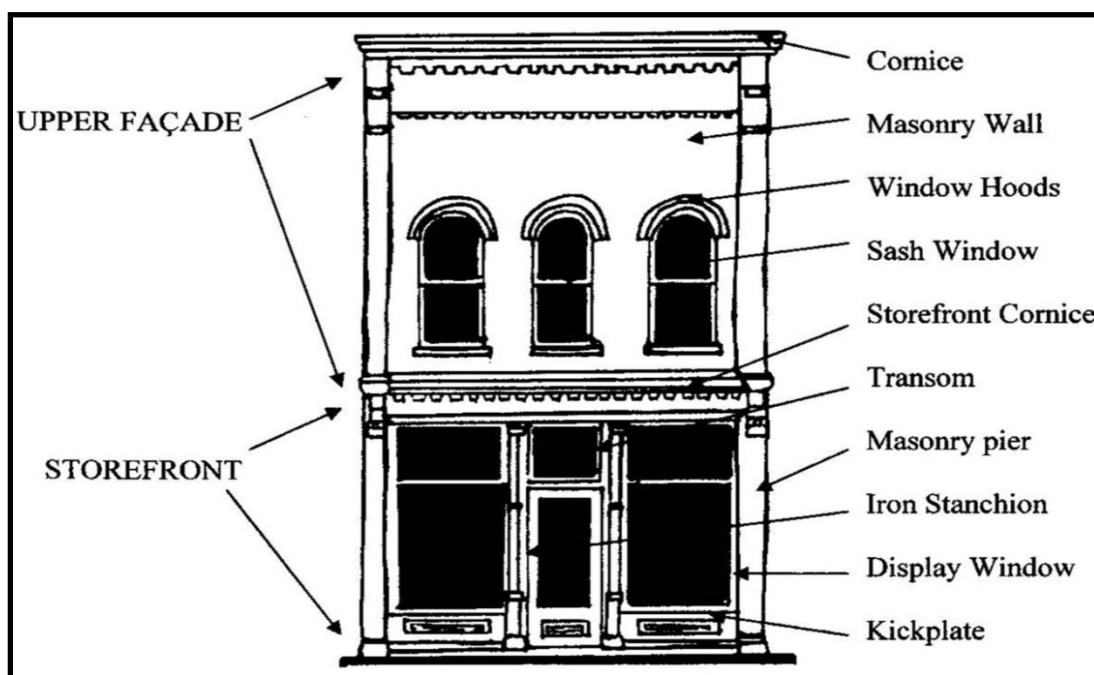
- **Roof and Chimney Repairs** – Such repairs may only be eligible for funding when façade work is included in the project proposal and performed concurrently. Roof and chimney costs may not exceed 25% of the total project cost.
- **Structural Reinforcement** – As necessary to rehabilitate the façade(s) and/or roof and chimneys. Costs associated with structural reinforcement may not exceed 25% of the total project cost.
- **Signage, Awnings & Lighting** – See the Small Projects Grant for more details. ***The total cost of improvements for signage, awnings and lighting together may not exceed \$5,000 (the limit for the Small Projects Grant).*** The balance of the cost of improvements must be applied to other portions of the façade(s), roof and chimneys, and/or structural reinforcement.
- **Other Repairs** – Repairs and other exterior improvements that may improve the aesthetic quality and historic integrity of the building.



### **Ineligible Improvements & Expenses**

- **Inappropriate Materials and Treatments** – Including but not limited to the installation of aluminum or vinyl siding and the use of sandblasting.
- **Interior Improvements** – Including restoration or rehabilitation work, interior window coverings, and interior window displays.
- **Site Improvements** – Other than building improvements such as paving and fencing and improved pedestrian amenities such as sidewalks or benches.

- **Landscaping** – Including but not limited to street trees, shrubbery, raised planters, planting areas, irrigation systems or any other plant materials.
- **Electrical Work** – Except as related to appropriate signage or exterior lighting.
- **Security Systems**
- **Personal Property** – The purchase and installation of furnishings, equipment, or other personal property which does not transfer ownership as part of the real estate.
- **Permits & Fees** – Any local and/or state permitting costs or fees.



## Architectural Design Assistance

### Eligible Expenses

- Design fees, concept drawings, façade drawings, floor plans, specifications and professional consultation by a licensed architect or design professional.

### Ineligible Expenses

- Any construction costs.
- Any local and/or state permitting costs or fees

## APPLICATION PROCESS

- **Pre-Application Meeting:** All potential applicants are required to meet with the Program Administrator prior to application submission.
- **Application Submission:** In addition to the completed Façade Improvement Grant Application, all applications must include:
  - ✓ Current photographs of the property to be improved (at least one photograph per façade).
  - ✓ Historic photographs of the property to be improved, when available. Historic photographs of properties in Noblesville and Hamilton County may be obtained from the Roberts Collection at the Hamilton East Public Library in Noblesville (317-773-1384) and from the Brooks Collection at the Hamilton County Historical Society (317-770-0775).
  - ✓ Written description of current condition of the building including any significant maintenance issues.
  - ✓ Detailed project plans and specifications, including a written description of improvements to be made indicating project materials, finishes and colors to be used.
  - ✓ Samples of all materials and surface applications to be used in the rehabilitation (i.e. paint, awning color/ material, and any other finishes or treatments). Samples can usually be obtained from the manufacturer, distributor or retailer.
  - ✓ Copies of receipts or other documentation showing personal property, business property and real estate taxes paid in full is required to be eligible for program funding and is to be submitted with completed application. If unable to provide receipts, documentation may be obtained by the applicant from the Hamilton County Treasurer's Office (317-776-9620).
  - ✓ Bid/Estimate Summary Sheet and two preliminary construction or contractor cost estimates/bids in writing, itemized for each portion of the project.
    - **Or:** Itemized cost estimate for work to be completed by applicant; **and**, Bid/Estimate Summary Sheet with two additional cost estimates/bids in writing for all eligible improvements for which the applicant is not doing the work.

- **Application Deadline:** To be considered for review at the next monthly meeting of the Grant Review Committee all application materials, completed in full, should be received by the last Friday of the previous month. Applications should be submitted to:

**Noblesville Department of Economic Development**  
City Hall  
16 S. 10th Street, Suite 275  
Noblesville, IN 46060  
Phone: (317) 776-6345  
Fax: (317) 770-1407

## TIMELINE

-  **Application Received:** Department of Economic Development receives completed application and all supplemental materials by the applicable due date.
-  **Design Review:** Application is evaluated by the Façade Grant Review Committee. See above (*Eligible Improvements & Expenses*) for more information.
-  **Design Approval:** The Façade Grant Review Committee may approve or deny portions of any application and accept the altered project without resubmission.
-  **Notification of Award:** Grant recipients will be notified approximately 30 days after the application deadline.
-  **Façade Improvement Agreement Signed:** A Façade Improvement Agreement is signed by the City and the grant recipient to verify the approved Scope of Work and reimbursement amount.
-  **Maintenance Agreement Signed:** Grant recipient signs a Maintenance Agreement consenting to maintain the improved property for 2 years from the date of receipt of grant funding.
-  **Grant Program Recognition:** Upon notification of receipt of the grant, each building/business owner is required to display a sign, provided by the City, stating the project is partially funded by a grant from the City of Noblesville's Façade Improvement Grant Program. This sign shall be displayed in a prominent location on or near the front façade of the project building during the duration of construction and for three (3) months after project completion, at which time the sign shall be returned to the Department of



Economic Development. Failure to return the sign will result in deduction of the cost of the sign from the reimbursement amount.



**Work Commences:** All façade improvements must be started within 60 days of project approval.



**Work Completed:** All façade improvements must be completed within 6 to 12 months of project approval, depending on the project/grant size. A 6 month extension may be granted with demonstrated hardship.



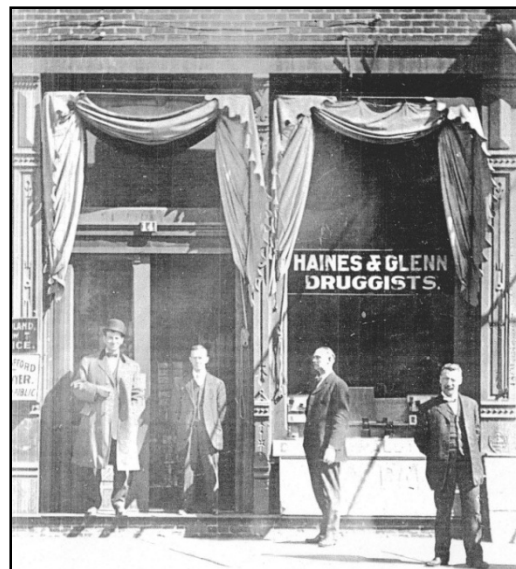
**Inspection:** All façade improvements must be inspected by the Program Administrator and certified building inspectors to verify work has been completed according to the Façade Improvement Agreement.



**Submission of Final Documentation:** “After” photos and paid invoices itemizing all eligible costs are submitted to the Department of Economic Development for verification by the Program Administrator.



**Reimbursement:** After all work has been completed, funds will be disbursed. Funds may be disbursed in phases depending upon project cost and funding circumstances. These factors will be analyzed, administered on a case by case basis and incorporated into the Façade Improvement Agreement.



**Undated historic photograph of a cast iron storefront with retractable canvas awnings located in downtown Noblesville.**

*[From the Roberts Collection, Hamilton East Public Library]*

## OTHER PROGRAMS

Some restoration and rehabilitation projects qualify for additional financial assistance through the federal and state Rehabilitation Investment Tax Credit (RITC) program. The rehabilitation of certified historic structures may qualify for a tax credit of 20% when completed. For further information on this and other programs contact the following agencies:

## Indiana Division of Historic Preservation and Archaeology

402 West Washington Street, Room W274  
Indianapolis, IN 46204-2739  
(P) 317-232-1646  
(F) 317-232-0693  
Email: [dhpa@dnr.state.in.us](mailto:dhpa@dnr.state.in.us)  
[www.ai.org/dnr/historic/](http://www.ai.org/dnr/historic/)

- **Historic Landmarks Foundation of Indiana**

340 West Michigan Street  
Indianapolis, IN 46202  
(P) 317-639-4534  
(P) 800-450-4534  
(F) 317-639-6734  
Email: [info@historiclandmarks.org](mailto:info@historiclandmarks.org)  
[www.historiclandmarks.org](http://www.historiclandmarks.org)

**Certified Historic Structure** – A building that is listed in the National Register of Historic Places, either individually or as a contributing building in a National Register historic district, or as a contributing building within a local historic district that has been certified by the Department of the Interior.

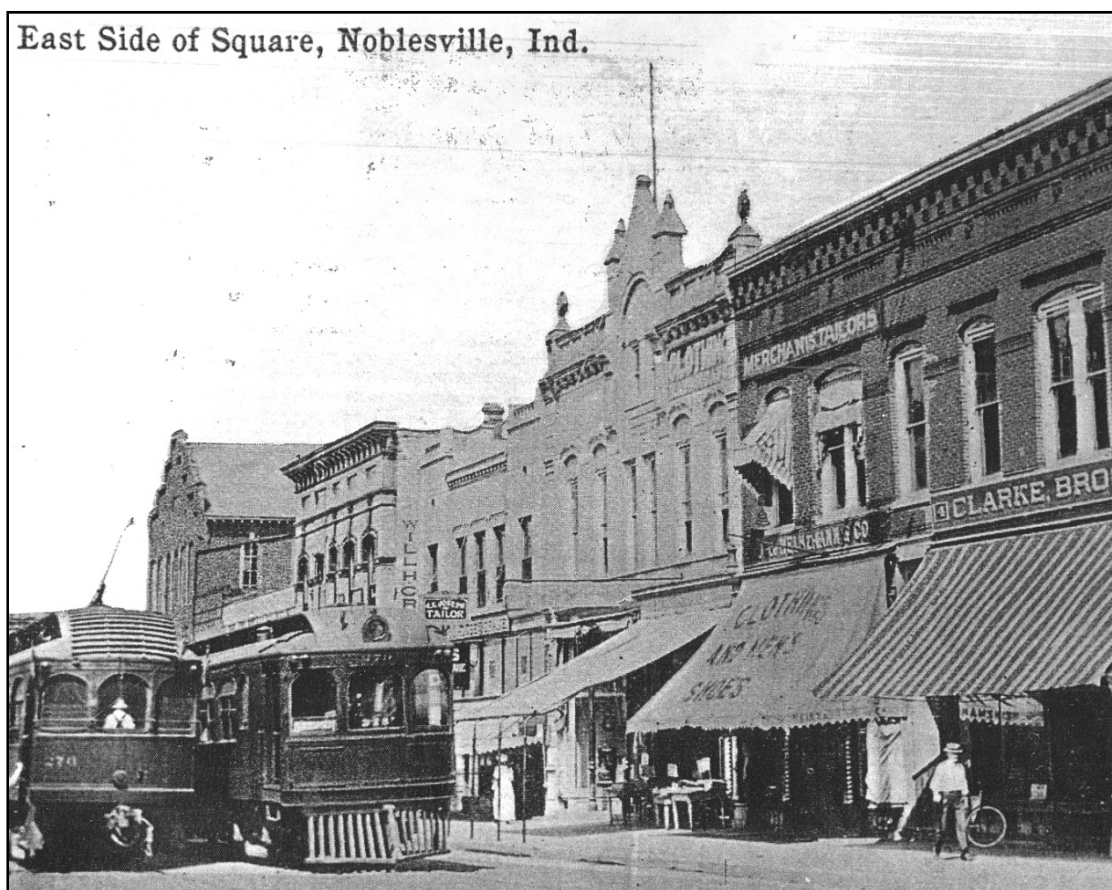
## PROJECT PARTNERS

This project was completed by the Center for Historic Preservation at Ball State University for the City of Noblesville, Indiana. The Center for Historic Preservation is the outreach arm of the Graduate Program in Historic Preservation in the Department of Architecture, College of Architecture and Planning. For this project, the Center provided the services of a graduate assistant, Chris Pratt, under the direction of Assistant Center Director Susan Lankford and Interim Center Director Duncan Campbell. Special thanks go to the building and business owners of the J.L. Evans Building (808 W. Logan Street) and 823 & 829 Conner Street.



## LIST OF APPENDICES

- A. Grant Application Checklist
- B. Façade Improvement Grant Application
- C. Bid/Estimate Summary Sheet
- D. Façade Maintenance Agreement
- E. Façade Improvement Agreement
- F. Summary of the *Secretary of the Interior's Standards for Rehabilitation*
- G. Contacts & Other Sources of Information
- H. Preservation Briefs
- I. Preservation Tech Notes
- J. Applying the Grant Guidelines to Your Building: Local Case Studies



**Undated historic photograph of downtown Noblesville.**

*[From the Roberts Collection, Hamilton East Public Library]*

## GRANT APPLICATION CHECKLIST

*Submit all application materials to the Department of Economic Development by the last Friday of the month. Please submit, along with this Checklist, the following:*

- ☐ **Completed Façade Improvement Grant Application** with all necessary information and signatures, including building owner consent (if applicant is not the legal owner).
- ☐ **Current photographs** of the property to be improved (at least one photograph per façade).
- ☐ **Historic photographs** of the property to be improved, when available.
- ☐ **Written description of the current condition** of the building including any significant maintenance issues.
- ☐ **Detailed project plans and specifications**, including a written description of improvements to be made indicating project materials, treatments, finishes and colors to be used.
- ☐ **Samples of all materials and surface applications** to be used in the rehabilitation (i.e. paint, awning color/material, and any other finishes or treatments).
- ☐ **Copies of receipts or other documentation showing all taxes paid.**
- ☐ **Bid/Estimate Summary Sheet and two preliminary cost estimates/bids** in writing by contractors of construction, itemized for each portion of the project.

**OR**

- ☐ **Itemized cost estimate** for work to be completed by applicant.

**AND**

- ☐ **Bid/Estimate Summary Sheet and two additional cost estimates/bids** in writing by contractors of construction for all eligible improvements for which the applicant is not doing the work.

## FAÇADE IMPROVEMENT GRANT APPLICATION

**Grant that you are seeking** *(check all that apply):*

☐ Small Projects    ☐ Substantial Façade Improvement    ☐ Architectural Design Assistance

**Estimated total project cost:**

**Amount requested:**

**Address of property to be improved:**

### Applicant/Owner Information

**Applicant Name:**

Applicant Mailing Address:

Home Phone:

Daytime Phone:

Mobile Phone:

Fax:

E-mail Address:

Do you own or lease the property?

☐ Own

☐ Lease

**Property Owner Name:**

*(if different from Applicant)*

Owner Mailing Address:

Property Owner Home Phone:

Property Owner Daytime Phone:

Property Owner Mobile Phone:

Property Owner Fax:

E-mail Address:

### Property Information

Date of Construction:

Number of Stories:

Is this building located on a corner?

☐ Yes

☐ No

Is this property listed on the National Register of Historic Places *(either individually or as a contributing building in a National Register District)*?    ☐ Yes    ☐ No    ☐ Unsure

Is this property located in a local historic district or conservation district?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	
Is the first floor of the building currently occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Business:	
Type: <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Other: _____	
Daytime Phone of Business:	Evening Phone of Business/Owner:
Are any upper stories currently occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Business(es) or Occupant(s):	
Type: <input type="checkbox"/> Retail <input type="checkbox"/> Service <input type="checkbox"/> Professional <input type="checkbox"/> Residential <input type="checkbox"/> Other: _____	
Daytime Phone of Business(es) or Occupant(s):	Evening Phone of Business(es) or Occupant(s):
<p>I understand that the Façade Improvement Grant must be used for the project described in this application and that the Grant Review Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.</p> <p>I acknowledge that the City of Noblesville Department of Economic Development is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.</p> <p><b>Signature of Applicant(s):</b> _____ <b>Date:</b> _____</p>	
<p>As the legal owner of the above property, I hereby grant authorization to complete the facade improvements indicated on this application.</p> <p><b>Signature of Property Owner(s):</b> _____ <b>Date:</b> _____</p>	
<p><b>Please include a Grant Application Checklist and all required supplemental materials when submitting this application to the Department of Economic Development. Applications will not be considered complete until all required materials have been submitted.</b></p>	



## BID/ESTIMATE SUMMARY SHEET

**Note:** Please attach all bids/estimates to this application. This form is a summary sheet only and may not serve as a substitute for actual preliminary cost estimate documentation. The bids should be itemized for each portion of the improvement project (signage, exterior painting, window repair, etc.).

Address of property to be improved:

Itemized Description of Work:

Bid #1 Submitted by:

Amount:

Bid #2 Submitted by:

Amount:

Itemized Description of Work:

Bid #1 Submitted by:

Amount:

Bid #2 Submitted by:

Amount:

Itemized Description of Work:

Bid #1 Submitted by:

Amount:

Bid #2 Submitted by:

Amount:

Itemized Description of Work:

Bid #1 Submitted by:

Amount:

Bid #2 Submitted by:

Amount:

**Please CIRCLE which bid you prefer for each description of work listed above.**

**Note:** Proof of payment (invoices and receipts) and at least one "after" picture are required for reimbursement after project completion.



## FAÇADE MAINTENANCE AGREEMENT CITY OF NOBLESVILLE, INDIANA

This covenant made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, \_\_\_\_\_, Property Owner, and the City of Noblesville, Indiana.

**Whereas**, the City of Noblesville has made available funds for façade grants, and

**Whereas**, the property owner receiving grant funds will, after completion of the project, assume the total cost of the continued maintenance, repair and administration of the property in a manner satisfactory to the City of Noblesville.

**Whereas**, a grant in the amount of \_\_\_\_\_ has been awarded to \_\_\_\_\_ for the property located at \_\_\_\_\_;

**Now therefore**, the Property Owner agrees to the following provisions:

For a period of two years after grantee receives grant funds there shall run with the land, a covenant, in favor and enforceable by the City of Noblesville, requiring the owner and any successors in interest to repair, maintain and administer the features, materials, appearance, workmanship, and environment of the premises in the state of repair and condition as at the time of completion of the grant-assisted work. Nothing in this agreement shall prohibit the owner from seeking financial assistance from any source available to him.

In the event of a violation of any covenant or restriction herein, the City of Noblesville, shall have available all legal and equitable remedies to enforce the owner's obligations hereunder.

Name of Property Owner:	Date:
Signature of Property Owner:	Date:
Name of Property Owner:	Date:
Signature of Property Owner:	Date:
City of Noblesville, Indiana	Date:

## FAÇADE IMPROVEMENT AGREEMENT CITY OF NOBLESVILLE, INDIANA

Address of property to be improved:

Summarize or attach Approved Scope of Work:

Date project to  
be started by:

Date project to  
be completed by:

Maximum amount  
of reimbursement:

No receipts accepted  
for reimbursement after:

Any unapproved changes to project plans as stated above in the Scope of Work will void the grant and result in nonpayment of funds. If changes to the Scope of Work are necessary, it is the responsibility of the Grant Recipient to immediately contact the Department of Economic Development for additional project review before continuing with the project. Funding awards cannot be increased after notification of the initial award, regardless of approved change in Scope of Work. Work completed prior to grant approval is not eligible for funding.

Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. All required permits are the responsibility of the owner/applicant.

Signature of Grant Recipient:

Date:

City of Noblesville, Indiana:

Date:

## **SUMMARY OF THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

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 Buildings, 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.

**I have read and understand these standards.**

---

Signature of Applicant

Date

---

Signature of Applicant

Date

## CONTACTS & OTHER SOURCES OF INFORMATION

### Local Contacts

#### **Noblesville Department of Economic Development**

City Hall

16 S. 10th Street, Suite 275

Noblesville, IN 46060

Phone: (317) 776-6345

Fax: (317) 770-1407

E-mail: [kkelly@noblesville.in.us](mailto:kkelly@noblesville.in.us)

<http://www.cityofnoblesville.org/ed/>

*The Department of Economic Development is committed to helping Noblesville businesses do business and is a great resource for both prospective and existing downtown businesses. This Department administers the Façade Improvement Grant Program.*

#### **Noblesville Historic Preservation Commission**

Planning Department

City Hall

16 S. 10th Street, Suite 150

Noblesville, IN 46060

Phone: (317) 776-6325

Fax: (317) 776-4638

E-mail: [jyelton@noblesville.in.us](mailto:jyelton@noblesville.in.us)

<http://www.cityofnoblesville.org/boards/details.asp?fDD=10-112>

*The Historic Preservation Commission is responsible for preserving and protecting historic and architecturally worthy buildings, structures, sites, and neighborhoods of the City of Noblesville.*

#### **Noblesville Planning Department**

City Hall

16 S. 10th Street, Suite 150

Noblesville, IN 46060

Phone: (317) 776-6325

Fax: (317) 776-4638

E-mail: [shuntley@noblesville.in.us](mailto:shuntley@noblesville.in.us)

<http://www.cityofnoblesville.org/planning/>

*The Planning Department handles all building and sign permits, development plans and building inspections for the City. This department also works closely in conjunction with the Economic Development Department and advises and assists the Historic Preservation Commission.*

#### **Noblesville Main Street, Inc.**

942 Maple Avenue

Noblesville, IN 46060

Phone: (317) 776-0205

Fax: (317) 776-2688

E-mail: [mainstrt@sbcglobal.net](mailto:mainstrt@sbcglobal.net)  
<http://www.noblesville.biz/mainstreet/>

*Noblesville Main Street, Inc. is a not-for-profit group focused on the preservation and development of downtown Noblesville.*

**Noblesville Preservation Alliance**

P.O. Box 632  
Noblesville, IN 46061  
Phone/Fax: (317) 773-4549  
E-mail: [Info@noblesvillepreservationalliance.org](mailto:Info@noblesvillepreservationalliance.org)  
<http://www.noblesville.biz/npa/>

*The Noblesville Preservation Alliance is a not-for-profit organization working to promote the preservation of historic resources in order to enhance the quality of life in Noblesville.*

**Indiana Room**

**Hamilton East Public Library**

One Library Plaza  
Noblesville, IN 46060  
Phone: (317) 770-3206  
Fax: (317) 770-3278  
E-mail: [indrm@hepl.lib.in.us](mailto:indrm@hepl.lib.in.us)  
[http://www.hepl.lib.in.us/ref/indiana\\_room.html](http://www.hepl.lib.in.us/ref/indiana_room.html)

*The Indiana Room, located on the second floor of the Hamilton East Public Library, is a specialized collection of materials which deal with Hamilton County and Indiana history. Records of particular interest to owners researching their historic downtown buildings include the Roberts Collection of historic photographs, the vertical file collection and local newspapers on microfilm.*

**State Contacts**

**Indiana Main Street Program**

Office of Community and Rural Affairs  
One North Capitol, Suite 600  
Indianapolis, IN 46204-2288  
Phone: (317) 232-8910  
Toll Free: (800) 824-2476  
Fax: (317) 233-3597  
<http://www.in.gov/ocra/mainstreet.shtml>

*Indiana Main Street provides economic revitalization and professional assistance to participating communities and encourages the revitalization and restoration of downtown areas in Indiana cities and towns.*

**Historic Landmarks Foundation of Indiana**

Central Regional Office  
Kemper House  
1028 North Delaware Street

Indianapolis, IN 46202  
Phone: (317) 639-4534  
Fax: (317) 639-6720  
E-mail: [central@historiclandmarks.org](mailto:central@historiclandmarks.org)  
<http://www.historiclandmarks.org>

*Historic Landmarks Foundation of Indiana is the largest private statewide preservation group in the United States, with an Indianapolis headquarters and nine regional offices staffed by professionals who can help answer questions about historic buildings, assist communities with the preservation of landmarks, neighborhoods and commercial districts, help form local preservation groups and provide grants, loans and other assistance.*

### **Indiana Division of Historic Preservation and Archaeology**

402 West Washington Street, Room W274  
Indianapolis, IN 46204-2739  
Phone: (317) 232-1646  
Fax: (317) 232-0693  
E-mail: [dhp@dnr.in.gov](mailto:dhp@dnr.in.gov)  
<http://www.ai.org/dnr/historic/>

*The Indiana Division of Historic Preservation and Archaeology promotes the conservation of Indiana's cultural resources through public education efforts, financial incentives including several grant and tax credit programs, and the administration of state and federally mandated legislation. Technical assistance is available to owners in the restoration of historic properties, including those owners seeking state and federal rehabilitation income tax credits.*

## **National Contacts**

### **Heritage Preservation Services**

National Park Service  
1849 C Street, NW (2255)  
Washington, DC 20240  
E-mail: [NPS\\_HPS-info@nps.gov](mailto:NPS_HPS-info@nps.gov)  
<http://www.nps.gov/history/hps/tps/index.htm>

*Technical Preservation Services is the nation's leading provider of information and guidance on the care of historic buildings. Their website contains a link to the Secretary of the Interior's Standards for the Treatment of Historic Properties – a set of common sense principles in non-technical language developed to help protect our nation's irreplaceable cultural resources by promoting consistent preservation practices. The site also has a complete listing of the Preservation Briefs and Preservation Tech Notes series, both of which can be ordered online, as well as information on the Federal Historic Preservation Tax Incentives program.*

### **National Main Street Center of the National Trust for Historic Preservation**

1785 Massachusetts Avenue, N.W.  
Washington, DC 20036  
Phone: (202) 588-6219  
E-mail: [mainstreet@nthp.org](mailto:mainstreet@nthp.org)  
<http://www.mainstreet.org/>

*The National Main Street Center is a program of the National Trust for Historic Preservation. The Center serves as the nation's clearinghouse for information, technical assistance, research, and advocacy for community revitalization of historic downtowns and neighborhood commercial districts.*

**National Trust for Historic Preservation**

Midwest Office  
53 West Jackson Blvd.  
Suite 350  
Chicago, IL 60604  
Phone: (312) 939.5547  
Fax: (312) 939.5651  
E-mail: [mwro@nthp.org](mailto:mwro@nthp.org)  
<http://www.nationaltrust.org>

*The National Trust for Historic Preservation is a private, nonprofit organization dedicated to saving historic places and revitalizing America's communities. The National Trust offers many different resources to help protect and preserve historic communities, including technical assistance, informational resources, training opportunities, financial assistance and legal advocacy.*

**National Register of Historic Places**

National Park Service  
1201 Eye St., NW  
8th Floor (MS 2280)  
Washington, DC 20005  
Phone: (202) 354-2213  
E-mail: [nr\\_info@nps.gov](mailto:nr_info@nps.gov)  
<http://www.nps.gov/history/nr/index.htm>

*The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. The National Register web site is a great place to find out if your property is listed on the National Register, what listing means to property owners and how to nominate a property to the National Register.*

**Other Sources**

*Indiana Historic Sites and Structures Inventory: Interim Report, vol. 2, Hamilton County.*  
Indianapolis: Historic Landmarks Foundation of Indiana, 1992.

Weeks, Kay D. and Anne E. Grimmer. *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. Washington, D.C.: National Park Service, 1995.



## PRESERVATION BRIEFS

Technical Preservation Services, a branch of the National Park Service, publishes a series of Preservation Briefs that may assist property owners with the rehabilitation of their historic buildings. The illustrated Preservation Briefs are available free online at:

<http://www.nps.gov/history/hps/tps/briefs/presbhom.htm>. Hardcopies of past issues may be obtained by using the online order form. Below is a complete list of Preservation Briefs:

1. Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings
2. Repointing Mortar Joints in Historic Masonry Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. The Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-Cotta
8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings: Preservation Concerns
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Historic Building Exteriors
17. Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Buildings - Identifying Character-Defining Elements
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
35. Understanding Old Buildings: The Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes
37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing

- 38. Removing Graffiti from Historic Masonry
- 39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- 40. Preserving Historic Ceramic Tile Floors
- 41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
- 42. The Maintenance, Repair and Replacement of Historic Cast Stone
- 43. The Preparation and Use of Historic Structure Reports
- 44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design

## PRESERVATION TECH NOTES

Technical Preservation Services, a branch of the National Park Service, publishes a series of Preservation Tech Notes that may assist property owners with the rehabilitation of their historic buildings. Some issues of Preservation Tech Notes are available free online at:

<http://www.nps.gov/history/hps/tps/technotes/tnhome.htm>. Hardcopies of past issues may be obtained by using the online order form. Below is a complete list of Preservation Tech Notes with issues currently available online noted:

### Doors

- No. 1: *Historic Garage and Carriage Doors: Rehabilitation Solutions*

### Exterior Woodwork

- No. 1: *Proper Painting and Surface Preparation*
- No. 2: *Paint Removal from Wood Siding* (Available Online)
- No. 3: *Log Crown Repair and Selective Replacement Using Epoxy and Fiberglass Reinforcing Bars* (Available Online)
- No. 4: *Protecting Woodwork Against Decay Using Borate Preservatives* (Available Online)

### Finishes

- No. 1: *Process-Painting Decals as a Substitute for Hand-Stenciled Ceiling Medallions*

### Historic Glass

- No. 1: *Repair and Reproduction of Prismatic Glass Transoms* (Available Online)
- No. 2: *Repair and Rehabilitation of Historic Sidewalk Vault Lights* (Available Online)

### Historic Interior Spaces

- No. 1: *Preserving Historic Corridors in Open Office Plans*
- No. 2: *Preserving Historic Office Building Corridors*
- No. 3: *Preserving Historic Corridor Doors and Glazing in High-Rise Buildings* (Available Online)

### Masonry

- No. 1: *Substitute Materials: Replacing Deteriorated Serpentine Stone with Pre-Cast Concrete* (Available Online)
- No. 2: *Stabilization and Repair of a Historic Terra Cotta Cornice*
- No. 3: *Water Soak Cleaning of Limestone*
- No. 4: *Non-destructive Evaluation Techniques for Masonry Construction* (Available Online)

### Mechanical Systems

- No. 1: *Replicating Historic Elevator Enclosures* (Available Online)

### Metals

- No. 1: *Conserving Outdoor Bronze Sculpture*
- No. 2: *Restoring Metal Roof Cornices* (Available Online)
- No. 3: *In-kind Replacement of Historic Stamped-Metal Exterior Siding* (Available Online)
- No. 4: *Rehabilitating a Historic Iron Bridge* (Available Online)
- No. 5: *Rehabilitating a Historic Truss Bridge Using a Fiber-Reinforced Plastic Deck*

### Museum Collections

- No. 1: *Museum Collection Storage in a Historic Building Using a Prefabricated Structure*
- No. 2: *Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes* (Available Online)

### Sites

- No. 1: *Restoring Vine Coverage to Historic Buildings*

**Temporary Protection**

- No. 1: *Temporary Protection of Historic Stairways During Rehabilitation Work* (Available Online)
- No. 2: *Specifying Temporary Protection of Historic Interiors During Construction and Repair* (Available Online)
- No. 3: *Protecting A Historic Structure during Adjacent Construction* (Available Online)

**Windows**

- No. 10: *Temporary Window Vents in Unoccupied Historic Buildings* (Available Online)
- No. 11: *Installing Insulating Glass in Existing Wooden Sash Incorporating the Historic Glass*
- No. 13: *Aluminum Replacement Windows with Sealed Insulating Glass and Trapezoidal Muntin Grids*
- No. 17: *Repair and Retrofitting Industrial Steel Windows*
- No. 19: *Repairing Steel Casement Windows*
- No. 20: *Aluminum Replacement Windows for Steel Projecting Units with True Divided Lights and Matching Profiles* (Available Online)
- **Please note:** Preservation Tech Notes No. 1-9 are only available for purchase in *The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings*, available for order through the Technical Preservation Services online publications catalog: <http://www.nps.gov/history/hps/tps/tpscat.htm>

## **APPLYING THE GRANT GUIDELINES TO YOUR BUILDING: LOCAL CASE STUDIES**

The purpose of the following case studies is to demonstrate how the *Secretary of the Interior's Standards for Rehabilitation* could be applied to buildings seeking funding through the City of Noblesville's Façade Improvement Grant Program. Special thanks go to the building and business owners of the J.L. Evans Building (808 W. Logan Street) and 823 & 829 Conner Street for their cooperation and interest in the success of the program.

These recommendations follow the guidelines outlined in the *Secretary of the Interior's Standards for Rehabilitation*. These guidelines recommend that preservation of historic features should be a priority in all possible cases. In accordance with these standards, these case studies suggest retention of all historic elements be based upon authoritative evidence. Conjecture should be avoided. In the case of the J.L. Evans Building, historical photographs are available from the Roberts Collection in the Hamilton East Public Library and from the building owners. These photos were used to make recommendations for the rehabilitation of the building and are included in this report. In the case of the Conner Street buildings, the front portion of 829 Conner Street was destroyed on January 1, 1952 during the enlarging of the cellar. The collapse also damaged or destroyed adjacent buildings including 823 Conner Street. Therefore, with the exception of the rear one-third portion of 829 Conner Street, both buildings are modern mid-twentieth century constructions built after 1952 and are treated as such in this façade rehabilitation design.



**Undated historic photograph of North Side Block, downtown Noblesville, depicting 808 W. Logan Street (Sopher's).**

*[From the Roberts Collection, Hamilton East Public Library]*



**Early twentieth-century photograph of 808 W. Logan Street storefront, Noblesville, Indiana.**

*[From the private collection of Hobby Webb and Rick Robinson.]*





### **Option A: Partial Rehabilitation for the J.L. Evans Building (808 W. Logan Street)**

The partial rehabilitation recommends removal of the awning covering the mid-century neon sign and the restoration of the sign. The neon “Syd’s” sign on the corner of the building should be restored. The existing flat storefront and modern glass door should be replaced with a wood door in a recessed entry. Repair and paint the deteriorated cast iron storefront, including original cast iron columns and pilasters. Replace the modern second-story awning windows with one-over-one double-hung wood sash windows. Repair any deteriorated brick and mortar and apply paint.





### **Option B: Full Rehabilitation for the J.L. Evans Building (808 W. Logan Street)**

The full rehabilitation recommends removal of the existing modern awning and mid-century neon signs and the restoration of the signboard to display pedestrian-scaled commercial signage. The existing flat storefront and the single modern glass door should be replaced with double wood doors in a recessed entry. Repair and paint the deteriorated cast iron storefront including original cast iron columns and pilasters, enlarge the display windows, and lower the kickplates to correspond to historic proportions. Install canvas awnings over the display windows if desired (shown on left side of façade only). Enlarge second-story window openings to correspond with historic shape and size and replace windows with one-over-one double-hung wood sash windows with decorative transoms. Repair any deteriorated brick and mortar and apply paint.

**829-823 Conner St.**

Sensitive infill can be implemented where previously developed property requires reinvestment. The illustrations below demonstrate a very proficient way to improve facades that isn't necessarily historically accurate but does fit well contextually because of the chosen architectural and streetscape elements.





These development opportunities within the Historic Core may include existing buildings that cannot be made useful through adaptive reuses or where the level of current improvement suggests that the property is underdeveloped. These considerations must be balanced with the community's desire to retain buildings of historic significance.

