



**NOBLESVILLE**

★ INDIANA ★

# FAÇADE IMPROVEMENT GRANT PROGRAM



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# FAÇADE IMPROVEMENT GRANT PROGRAM

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## Program Overview

The City of Noblesville's Façade Improvement Grant Program is designed to stimulate investment, promote architectural appreciation and initiate aesthetic improvements to historic buildings in 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 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 historic buildings in the City to*

Noblesville's economy by providing a

pleasing and aesthetically acceptable

historic atmosphere that attracts new businesses and consumers;

**Preservation-** Protecting a historic building in its present date from further deterioration or damage.

**Rehabilitation-** Adapting a 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 reconstruction missing features from the restoration period.



**Promote architectural appreciation** through maintenance and rehabilitation of historic 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 fabric of our historic city.

## **Eligibility Requirements**

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

- ♦ ***Be located within the corporate limits of the City of Noblesville***  
(see next page for boundary map)
- ♦ **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.

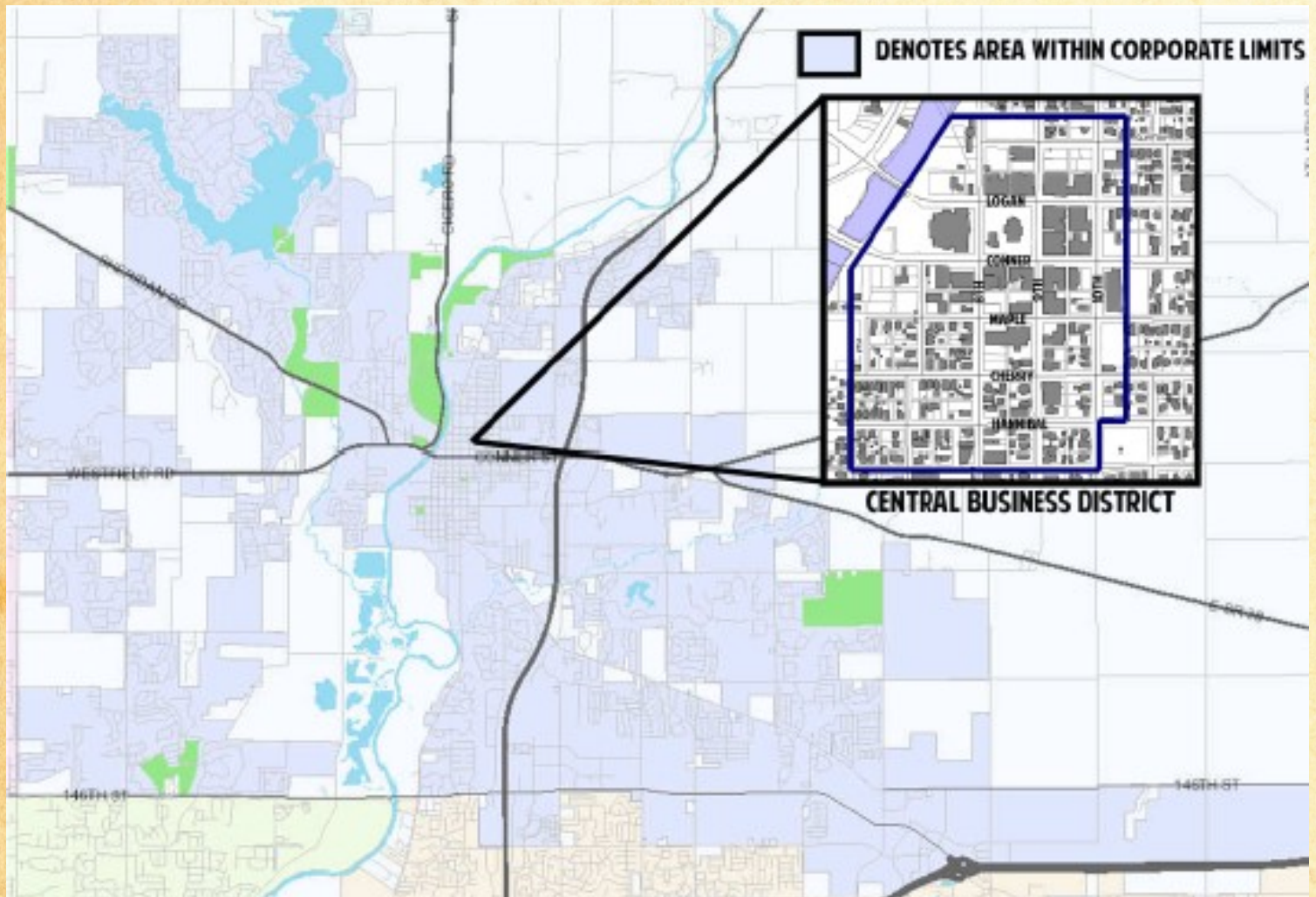
**Façade** – The exterior of a building from ground level to roofline. Specifically refers to the front or primary elevation(s) of a building but may also be used to refer to the sides and rear.

**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 corporate limits of the City of Noblesville. The map below depicts the boundary. Map inset depicts the area referred to as the Central Business District.



Base map sourced from the City of Noblesville Flex Viewer and reflects corporate limits as of March 2019. Subject to change. Interactive map available at:

<https://www.cityofnoblesville.org/departments/index.php?structureid=13>.



## Available Funding

The City of Noblesville offers three different grants to assist commercial property and business owners in the City of Noblesville. 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. The Central Business District will receive priority funding.

### APPLICATIONS DUE MARCH 31ST TO THE ECONOMIC DEVELOPMENT DEPARTMENT

- ◆ For year 2019, program will continue to accept applications on a monthly basis. Applications are due the last Friday of the month to be reviewed the following month. Ex. Apply last Friday in June to be reviewed in July.
- ◆ Architectural Design Assistance Grants do not follow the above submittal deadlines and may be applied for at any time.

### 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) façades, double façades on corner buildings, and façades 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.

*"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."*

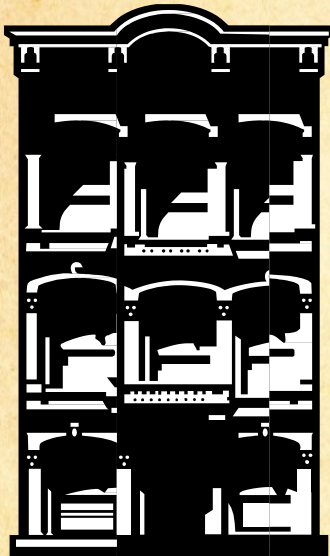
*[The Secretary of the Interior's Standards for the Treatment of Historic Properties]*





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 10-11 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 façade. 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) façades, double façades on corner buildings, and façades which are clearly visible from the public right of way are eligible for funding. All improvements must comply with local and state ordinances and codes as well as follow the *Secretary of the Interior's Standards for Rehabilitation of Historic Buildings*. See pages 11-13 for a complete list of improvements and expenses eligible for funding:

### **Architectural Design Assistance**

A 100% reimbursable grant up to \$500 per project is 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. It may be used in conjunction with either the Small Projects grant or the Substantial Façade Improvement Grant. See page 13 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. Additionally, priority will be given to buildings within the Central Business District.

**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, the must immediately contact the Economic Development Department 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 Economic Development Department 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 and 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 permits related to façade work will not be assessed fees. State permit fees may be required and 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/tps/standards/rehabilitation/rehab/stand.htm>), and the *Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings* (available at <http://www.nps.gov/tps/standards/rehabilitation/rehab/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.

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

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



In addition, each 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 in the Economic Development Department for clarification.



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

\*Photo 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 trellises 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**– Including paving, fencing and improved pedestrian amenities such as sidewalks or benches.
- ♦ **Landscaping**– Including but not limited to street trees, shrubbery , raised planers, 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.

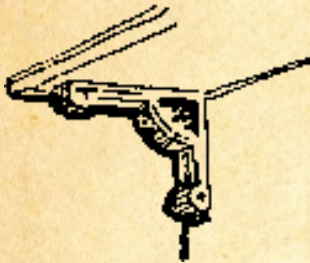
## **Substantial Façade Improvement Grant**

### 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 store-front 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.

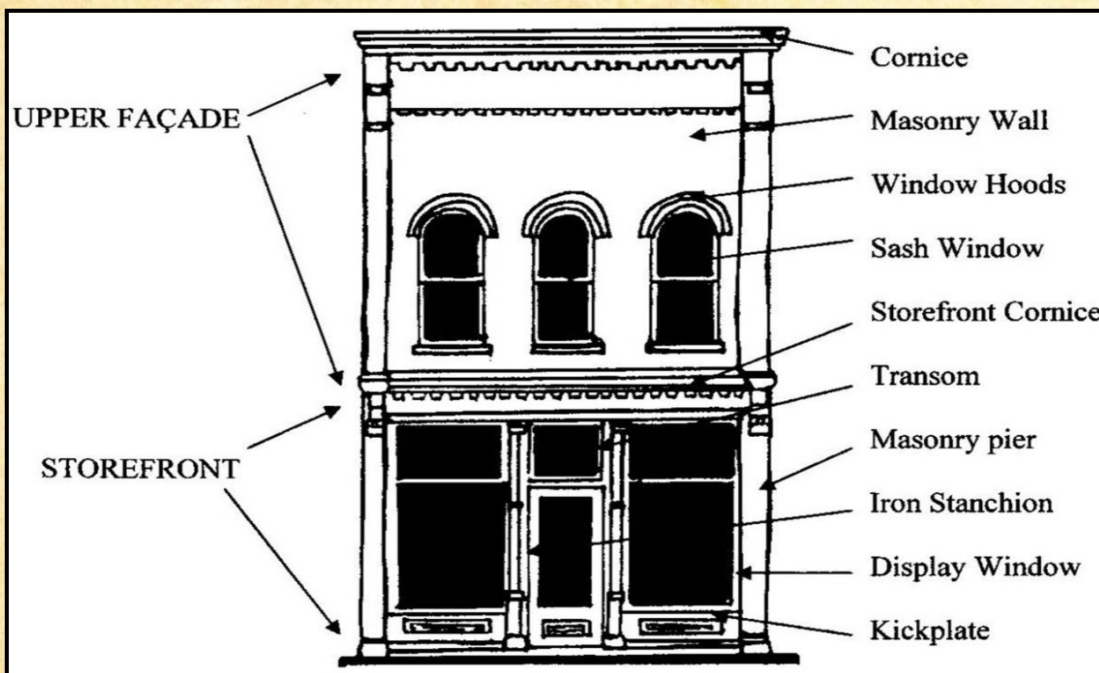
#### Ineligible Improvements & Expenses

- ♦ **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** – Including paving, 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:

### Applications Due March 31st.

- ♦ For year 2019, due date for submittal of grant applications will continue to be the end of the month for review the following month.
- ♦ Architectural Design Assistance Grants do not follow the above submittal dates and may be submitted at any time.
- ♦ Applications should be submitted to:

Noblesville Economic Development Department  
City Hall  
16 S 10th St, Suite 275  
Noblesville, IN 46060

## 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 grantee 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 receiving 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 was 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 by building inspectors to verify work has been completed according to the Façade Improvement Agreement.



Former Noblesville High School and  
Boys and Girls Club Building

- ♦ **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 dispersed. Funds may be distributed 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.

## Other Programs

Some restoration and rehabilitation projects qualify for additional financial assistance through other grant programs and the federal 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 other opportunities please contact the following agencies:

***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.



## Technical Preservation Services

### National Park Service

1849 C Street NW, Mail Stop 7243

Washington, DC 20240

Phone (202) 513-7270

Email [NPS\\_TPS@nps.gov](mailto:NPS_TPS@nps.gov)

Web Page <https://www.nps.gov/tps/tax-incentives/application.htm>

## Indiana Landmarks

1201 Central Avenue

Indianapolis, IN 46202

Phone (317) 639-4534

Email [info@indianalandmarks.org](mailto:info@indianalandmarks.org)

Web Page <https://www.indianalandmarks.org/>

## Indiana Office of Community and Rural Affairs

1 N. Capitol Avenue #600

Indianapolis, IN 46204

Phone (317) 233-3762

Web Page [www.in.gov/ocra](http://www.in.gov/ocra)



917 Conner Street - Before & After

## Project Partners

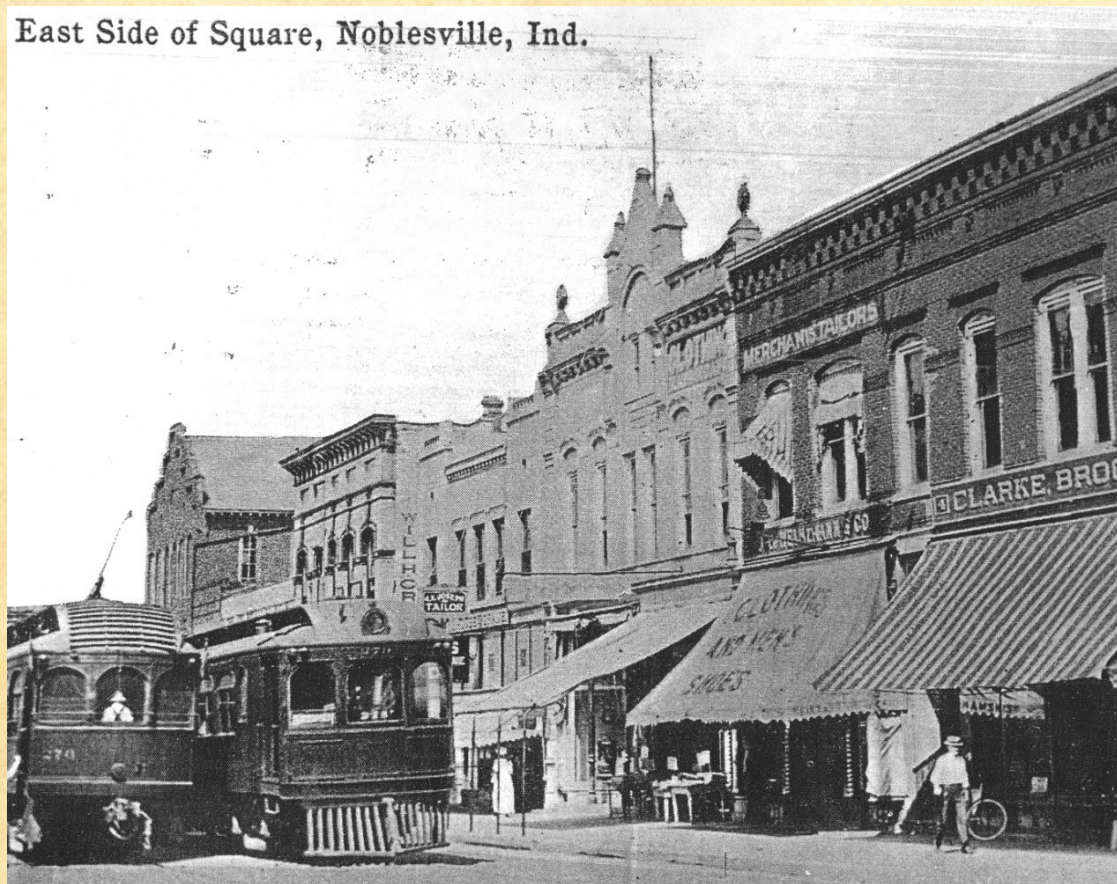
This project was completed by the Center for Historic Preservation at Ball State University for the City of Noblesville, Indiana. The Center for Historic Preservation is the outreach arm of the Graduate Program in Historic Preservation in the Department of Architecture, College of Architecture and Planning. 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*



Undated historic photograph of downtown Noblesville.

[From the Roberts Collection, Hamilton East Public Library]



## **Grant Application Checklist**

*Submit all application material to the Economic Development Department by March 31st.*

*\*For 2019, applications will be accepted by the last Friday of the month for review the following month.*

*Please submit, along with this checklist:*

- ☐ **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 indication 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:

Email Address:

Do you own or lease the property?   ☐ Own   ☐ Lease

Property Owner Name:

(if different from applicant)

Owner Mailing Address:

Owner Home Phone:

Owner Daytime Phone:

Owner Mobile Phone:

Owner Fax:

Owner Email 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   ☐ Maybe



Is this property located in a local historic district or conservation district?

☐ Yes      ☐ No      ☐ Unsure

Is the first floor of the building currently occupied? ☐ Yes   ☐ No

Name of Business:

Type: ☐ Retail      ☐ Service      ☐ Professional      ☐ Other: \_\_\_\_\_

Daytime Phone of Business(es):

Evening Phone of Business/Owner:

Are any upper stories currently occupied? ☐ Yes      ☐ No

Name of Business(es) or Occupants:

Type: ☐ Retail      ☐ Service      ☐ Professional      ☐ Other: \_\_\_\_\_

Daytime Phone of Business(es) or Occupants:

Evening Phone of Business(es) or Occupants:

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.

I acknowledge that the City of Noblesville Economic Development Department is obligated only to administer the grant procedures and is not liable to the applicant, owner of 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.

**Signature of Applicant(s):**

**Date:** \_\_\_\_\_

As the legal owner of the above property, I hereby grant authorization to complete the façade improvements indicated on this application.

**Signature of Property Owner(s):**

**Date:** \_\_\_\_\_

Please include a Grant Application checklist and all required supplemental materials when submitting this application to the Economic Development Department. Applications will not be considered complete until all required materials have been submitted.



# 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.

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 MAINTENANCE AGREEMENT

## CITY OF NOBLESVILLE, INDIANA

**Address of property to be improved:**

**Summarize or Attach Approved Scope of Work:**

**Date Project to be**

**Date Project to**

**Maximum amount**

**No receipts accepted**

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.

\_\_\_\_\_  
Name of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Noblesville, Indiana

\_\_\_\_\_  
Date