



**SILVERTON URBAN  
RENEWAL AGENCY**

**Façade Improvement Application**

**City of Silverton**  
306 South Water Street  
Silverton, Oregon 97381  
Phone 503.874.2207  
Fax 503.873.3210  
www.silverton.or.us

**APPLICANT INFORMATION**

**APPLICANT NAME:**

**E-MAIL:**

**BUSINESS NAME (if applicable):**

**APPLICANT MAILING ADDRESS:**

**PHONE:**

**CITY, STATE, ZIP:**

**FAX:**

**PROPERTY OWNER NAME (if applicable):**

**E-MAIL:**

**MAILING ADDRESS:**

**PHONE:**

**CITY, STATE, ZIP:**

**FAX:**

**SITE INFORMATION**

**SITE ADDRESS:**

**BUILDING TAX LOT & MAP NUMBER (if known):**

**CITY, STATE, ZIP:**

**OWNER OCCUPIED OR LEASED?**

**CURRENT USE OF BUILDING:**

**Is the building on the local historic register or within historic overlay district?  YES  NO**

**If yes, has the building plan been reviewed and approved by the Historic Landmarks Commission?**

YES  NO

**GRANT REQUEST INFORMATION**

**GRANT REQUEST AMOUNT: \$**

**PRIVATE TO PUBLIC MATCH AS RATIO: \_\_\_\_ / \_\_\_\_**

**AMOUNT AND SOURCE OF PRIVATE MATCHING FUNDS** (i.e., savings account, line of credit, etc.): \*A SURA or Building Improvement Loan can be used as Match provided a lien is placed on the subject property or other property in Silverton sufficient to secure the loan, attach draft loan documents

**AMOUNT & SOURCE OF ADDITIONAL GRANTS OR FUNDING** (should not include private match):

**TOTAL SOURCES OF FUNDING** (excluding grant request): \$ \_\_\_\_\_

**AUTHORIZATION FOR CREDIT CHECK**  YES  NO

**SIGNATURE:** \_\_\_\_\_

**ANTICIPATED START DATE OF CONSTRUCTION:**

**ANTICIPATED FINISH DATE OF CONSTRUCTION:**

### ARCHITECT INFORMATION (IF APPLICABLE)

**APPLICANT'S ARCHITECT:**

**E-MAIL:**

**MAILING ADDRESS:**

**PHONE:**

**CITY, STATE, ZIP:**

**FAX:**

**ARCHITECT/ENGINEER REGISTRATION NUMBER** (applicant's design fees are eligible as a convertible loan expense if professionally registered in Oregon):

### PROJECT SUMMARY

**IN THE SPACE BELOW PROVIDE A BRIEF DESCRIPTION OF PROPOSED PROJECT (UP TO 300 words)**

**A comprehensive project proposal must accompany this application and include the following. These details, which will help the Silverton Urban Renewal Agency better understand the proposed project. Please use this list as a checklist of all items that must be part of your application package.**

- Completed application
- Detailed written description of the scope of the project
- Project costs/budget (including construction expenses, fees, permits, design costs)
- Photos of existing use and site
- Official architectural and engineering renderings/drawings from a licensed professional in 11" x 17" format if required by the Building Official.
- A materials spec board or detailed description of materials and colors
- Documentation of ownership (including, but not limited to deed of trust) or written authorization from property owner
- Organizational papers, if owner is registered entity
- A statement on source of project funding that includes the required private match, and other funds that may be applicable to undertake the balance of the work not funded by the Silverton Urban Renewal Agency. This could include a letter from bank or lender, account balance statement, or other as approved.
- Financial pro-forma documenting the loan-to-value ratio and other economic determinants, if a loan is obtained.
- Competitive bid requests from three licensed and bonded trades/professionals
- Construction schedule
- Land Use approval, if needed (see statement form in this packet)
- Historic Landmarks Commission approval, if needed (see statement form in this packet)
- Copy of current City of Silverton Business License (if applicable)
- Submit five (5) copies of application and supporting documents
- Certificate of Insurance (this will be required upon awarding of a grant, identifying the Silverton Urban Renewal Agency as additionally insured)

For grants up to \$40,000, which are limited to buildings within the Downtown Commercial District, the applicant must demonstrate how the proposed improvements will restore the façade to its original design and/or meet the Downtown Commercial District Design Standards:

- Submittal of the best available information including photographs or other documentation showing or describing the storefront's original design is required.
- Photographs of similar or adjacent buildings designed or constructed during the same period and style as the predominant downtown character may be considered.
- Meet applicable Downtown Commercial District Design Standards.

The applicant understands that the proposed improvements must be reviewed and approved by the Silverton Urban Renewal Agency, or designee. Certain changes or modifications may be required by the Silverton Urban Renewal Agency prior to final approval.

The applicant understands that a grant information sign listing the Silverton Urban Renewal Agency Public Contribution must be posted five (5) days prior to, during, and thirty (30) days past construction completion.

**APPLICATION FEE:**

The application fee is based on the grant request in the following amounts:

- \$51 - \$10,000 = \$50 fee
- \$10,001 - \$20,000 = \$100 fee
- \$20,001 - \$40,000 = \$200 fee

**CERTIFICATION OF APPLICANT**

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a matching grant and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority is attached.

<b>APPLICANT'S SIGNATURE:</b>	<b>CO-APPLICANT'S SIGNATURE (if applicable)</b>
<b>DATE:</b>	<b>DATE:</b>
<b>OWNER SIGNATURE:</b>	<b>CO-OWNER'S SIGNATURE (if applicable)</b>
<b>DATE:</b>	<b>DATE:</b>

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## **PROGRAM OBJECTIVE**

The Silverton Urban Renewal Agency has a ***Façade Improvement Program*** to improve the appearance and curb appeal of buildings and streetscape within the Silverton Urban Renewal District; thereby improving the marketability of the district in terms of economic vitality and attractiveness to new investment. The program offers grants up to \$20,000 for buildings within the Urban Renewal District and grants up to \$40,000 for buildings that are within the National Register Historic District.

The program is a matching grant intended to fund façade improvements in the Silverton Urban Renewal District. The grants are available to business and commercial property owners in the Silverton Urban Renewal District for rehabilitating storefronts to eliminate blight, enhance livability, and revitalize commercial areas.

## **APPLICATION PROCESS**

1. Proposal review meeting with Community Development Director.
2. Pre-application meeting with city staff including but not limited to building department, public works and planning departments.
3. Complete application.
4. Gather supporting material (as indicated in checklist above).
5. Submit five (5) copies of application and supporting documents.
6. City Staff will review the application.
7. Silverton Urban Renewal Advisory Committee review.
8. Silverton Urban Renewal Agency review.

## **REVIEW PERIOD**

Proposals will be reviewed for funding at regularly scheduled Silverton Urban Renewal Advisory Committee meeting and Silverton Urban Renewal Agency meetings.

## **REIMBURSABLE EXPENSES**

The following expenses are eligible for reimbursement with Silverton Urban Renewal Agency Façade Improvement Program funds:

- Exterior improvements only, including, but not limited to: Exterior rehabilitation and restoration; painting; brick, masonry, and stucco repair; awnings (except those including tenant signs as part of the awning); signs and graphics (except those with tenant names); exterior lighting; architectural fees or other items as approved in the Grant Review process.
- All projects must comply with the Silverton Urban Renewal Plan; area plans; master plans; building and zoning codes; and all other City, State and Federal regulations.
- All applicable fire, safety, disabled accessibility, and permit requirements must be met.
- Streetscape elements on private property
- Only expenses incurred after project approval are eligible for reimbursement with the exception of design services, permits, and other similar services required in the application process.

## **EVALUATION CRITERIA**

Within the project description narrative and with supporting documents an applicant must show how their project meets the following criteria:

1. Amount of private match (required match is 1:1).
2. Overall project benefit, impact and quality (based upon staff review).
  - a. Items to illustrate project benefit may include, but not limited to, LEED Certification, low impact design, building innovation, green design, additional residential units leveraged, affordable housing, funding, etc.
3. Positive impact of the project on the aesthetic appearance of the building.
4. Positive impact of the project on the overall streetscape.
5. Preservation and enhancement of the architectural integrity of the overall vicinity.

## **DISBURSEMENT OF FUNDS**

- Silverton Urban Renewal Agency funds will be disbursed only upon completion of the work in accordance with the approved plans, evidence that the contractor(s) has/have been paid, and submittal of a W-9. In-kind work performed by the applicant will not be recognized for reimbursement. Work shall be consistent with the application and the City must approve any changes in advance, failure to do so may result in loss of funds. The Silverton Urban Renewal Agency must review changes that significantly affect the appearance or structural integrity of the improvements
- Grant awards are not transferrable to new property owner if the building is sold.