



# City of Dallas Urban Renewal Façade Improvement Grant Program

## 500-900 block of Main Street

Welcome to the City of Dallas Façade Improvement Grant Program. This program is available to buildings located on the 500 thru 900 blocks of Main Street. The Dallas Urban Renewal Agency has set aside funds to provide up to \$4000 per building for eligible improvements with a simple, streamlined application process. Grants will be awarded on a first come first served basis until the funds are exhausted. **This application must be submitted and approved PRIOR to work commencing.**

### **Application Process:**

To apply for a Façade Improvement Grant, review and complete Sections 1 thru 8 of the application. Submit the completed application to the City of Dallas, Community Development Department, 187 SE Court Street, 2<sup>nd</sup> Floor, Dallas, Oregon 97338. Alternatively, completed applications and submittals may be emailed to [jason.locke@dallasor.gov](mailto:jason.locke@dallasor.gov).

- Section 1** – Applicant Information
- Section 2** – Grant Type
- Section 3** – Project Information
- Section 4** – Submittals

- Section 5** – Property Owner Consent
- Section 7** – Grant Request and Approval Process
- Section 6** – Grant Fund Distribution
- Section 8** – Signature



## City of Dallas Urban Renewal Façade Improvement Grant Program Application

### Section 1 – Applicant Information

Company/Business Name: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Assessor Tax Lot Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant is the :  Building Owner     Tenant

#### **Building Owner Information (if different from applicant):**

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person : \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

## Section 2 – Grant Type

Façade improvements range from painting and façade repair to additions of awnings and exterior lighting. Depending on the project, the Urban Renewal Agency will fund 50% to 75% of eligible projects up to \$4000. Please check all boxes that apply:

### Category 1: Eligible for 75% match up to \$4000

- Exterior Painting that is consistent with approved color palettes
- Projecting Signs, non-internally illuminated that conform to the standards of the Development Code and the Sign Code
- Repair to Exterior Facades, including masonry repair (front and side facades are eligible)

### Category 2: Eligible for 50% match up to \$4000

- Repair or replacement of building features such as cornices, doors, windows, decorative detail, awnings, and window display lighting.
- Exterior lighting
- Installation of new awnings

## Section 3 – Project Information

Project Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Estimated Budget for Proposed Project: \$ \_\_\_\_\_

Please describe in detail the proposed work, include colors, dimensions, materials, costs, etc. (attach additional pages if more space is required):

Will you be using a contractor for this project?  Yes  No

If yes, please supply the following contractor information:

Contractor Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attach a copy of the cost estimate from the contractor

## Section 4 – Submittals

Please attach copies of the required submittals to this application. Where digital copies are preferred, email, compact disc, or USB drives are acceptable.

- Photographs clearly showing existing conditions of the building to be improved
- Drawings or sketches showing the proposed improvement(s) on the building and placement of other features around the building, if applicable
- Exact color samples of paint and other materials to be used for the proposed improvement(s)
- Cost estimate for the project

## Section 5 – Property Owner Consent

I, \_\_\_\_\_ ("Property Owner"), certify that I own the property located at \_\_\_\_\_ ("Address") in Dallas, Oregon and that I have reviewed the application by \_\_\_\_\_ ("Applicant") for participation in the City of Dallas Façade Improvement Grant Program. I understand that the proposal includes the changes and/or enhancements to my building as noted above and that I approve said changes and/or enhancements.

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

\_\_\_\_\_  
Date

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

Mailing Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Property Owner: \_\_\_\_\_



City of Dallas/Community Development Department  
187 SE Court Street  
Dallas, OR 97338  
503.831.3571  
[www.dallasor.gov](http://www.dallasor.gov)

## Section 6 – Grant Request and Approval Process

Estimated total budget for proposed project (listed in Section 3): \$\_\_\_\_\_

Portion of estimated budget that qualifies for Category 1 Grant: \$\_\_\_\_\_ x .75 \$\_\_\_\_\_

Portion of estimated budget that qualifies for Category 2 Grant: \$\_\_\_\_\_ x .50 \$\_\_\_\_\_

Total Grant Amount Requested (not to exceed \$4,000): \$\_\_\_\_\_

### Approval Process:

1. Upon receipt of a completed City of Dallas Urban Renewal Improvement Grant application, City staff will review the application.
2. Approval is based upon the proposed project and its compliance with Section 2 of this application.
3. Conditions of Approval may be developed to improve compliance with the code standards of the Central Business District, which shall be attached to the Grant Approval Agreement.
4. Staff may choose to forward an application to the Urban Renewal Advisory Committee for review.
5. **Successful applicants shall sign the Façade Improvement Grant Approval Agreement before construction begins.**
6. If an application is not approved, the City of Dallas will provide a written explanation and may include recommendations for steps that may be taken to receive approval.

## Section 7 – Grant Funds Distribution Process

Grant monies will be issued after construction is complete. Projects must be completed within twelve (12) months of approval. Upon completion of a project, City staff must be contacted for a site inspection. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the City shall provide the agreed upon amount of funding.

If a contractor was used, a copy of the invoice and proof of payment must be provided to the City before funds can be released. If a contractor was not used, receipts accompanied by proof of payment must be provided before reimbursement can be issued. Only materials may be reimbursed for projects that do not use a contractor. Funds shall then be disbursed within thirty (30) days from the date of invoice receipt.

## Section 8 - Signature

I agree that the information provided above and within is accurate and correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_

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



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