



# City of Dallas Urban Renewal Façade Improvement Grant Program

Welcome to the City of Dallas Façade Improvement Grant Program. This program is available to commercial and mixed use buildings in the Dallas Urban Renewal District. The Dallas Urban Renewal Agency has set aside funds to provide up to **\$10,000 per building** for eligible improvements.

### **Application Process:**

To apply for a Façade Improvement Grant, review and complete Sections 1 thru 8 of the application. Grants will be accepted for submittal twice yearly (May 1-May 31 and Nov. 1-Nov 30). **This application must be submitted and approved PRIOR to work** commencing. Submit the completed application to the City of Dallas, Planning Department, 187 SE Court Street, 2<sup>nd</sup> Floor, Dallas, Oregon 97338 or via email to Margie Pearce at: [margie.pearce@dallasor.gov](mailto:margie.pearce@dallasor.gov).

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## 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: \_\_\_\_\_

Signature of Building Owner indicating consent for improvements: \_\_\_\_\_

## 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% or 75% of eligible projects up to **\$10,000 total per building**. Please check all boxes that apply:

### **Category 1: Maintenance and Repair projects are eligible for a 50% match up to \$10,000**

*Example: If the city awards a maximum grant of \$10,000, the total project cost would need to be a minimum of \$20,000 (with \$10,000 being 50% of the total project cost).*

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

### **Category 2: Exterior Alterations & Restoration of Historic Features are eligible for a 75% match up to \$10,000 (separate from maintenance or repairs)**

*Example: If the city awards a maximum grant of \$10,000, the total project cost would need to be a minimum of \$13,334 (with \$10,000 being 75% of the total project cost).*

- Repair, restoration or replacement of building features such as cornices, doors, windows, decorative detail, awnings, and window display lighting.
- New exterior lighting.
- Installation of new awnings and pedestrian weather protection.

Project scope may encompass both categories. See Section 6 for cost estimate calculation by category.

## Section 3 – Project Information

Project Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

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

See Sections 4 and 5 for submittal items per category. A general description of the overall project scope is appreciated (here). Also, applicants are encouraged to prepare a written response to the approval criteria. For more information, please visit the City of Dallas website at [www.ci.dallas.or.us/67/Urban-Renewal](http://www.ci.dallas.or.us/67/Urban-Renewal). See Grant Program and document titled: POLICIES RELATED TO THE DOWNTOWN FAÇADE GRANT IMPROVEMENT PROGRAM

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 – Submittal List for Category 1 (Maintenance and Repairs)

Please attach copies of the required submittals to this application.

- 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 (itemized).

Note: At least one competitive bid must be provided for service estimates greater than \$500.00. For projects that do not use a contractor, only materials will be reimbursed (not labor or tools).

## Section 5 – Submittal List for Category 2 (Exterior Alteration, Restoration)

Please attach copies of the required submittals to this application.

- Photographs clearly showing existing conditions of the building to be improved.
- Drawings or sketches showing the proposed improvement(s) prepared by a design professional.  
(preferably an architect or company that produces plans and specifications for the product)
- Exact color samples of paint and other materials to be used for the proposed improvement(s).
- Cost estimate for the project (itemized).

Same note (above under Section 4, Cost Estimate) applies to Category 2 activity.

- Written statement explaining how proposed changes demonstrate compliance with commercial design standards in Chapter 2, Section 2.3.080 of the Dallas Development Code (DDC).

Key Design Standards of Section 2.3.080 (in part) are identified below:

- + Ground floor of street facing elevation of building is be 60% transparent windows...
- + Windows shall contain trim, reveals or recesses of not less than four inches in width...
- + Street facing elevation of building should be articulated not less than once every 25-feet...
- + Primary exterior materials shall predominately consist of brick, wood or fiber cement...
- + Secondary exterior materials... Metals such as copper, steel, iron, bronze and similar... may be used as trims or accents.
- + Awnings / weather protection ... shall extend at least five feet over the pedestrian area.

## 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: \$ \_\_\_\_\_ x .50 = \$ \_\_\_\_\_

Portion of estimated budget that qualifies for Category 2: \$ \_\_\_\_\_ x .75 = \$ \_\_\_\_\_

Total Grant Amount Requested (not to exceed \$10,000): \$ \_\_\_\_\_

### Approval Process:

- Upon receipt of a completed City of Dallas Urban Renewal Improvement Grant application, a three (3) member committee will review the application and will make a decision shortly after the submittal deadline date. Staff may contact you ahead of the deadline to clarify the project scope.
- Approval is based upon: 1) Readiness to proceed, 2) visual prominence of the building/location, 3) ability to demonstrate compliance with applicable building design standards (DDC Chapter 2, Section 2.3.080 of the DDC, 4) restoration of historical elements (if applicable) and 5) leverage of other project funds as available.
- Conditions of Approval may be applied to ensure compliance with the code standards of the Central Business District, which may be identified as part of the Grant Approval Agreement.
- Staff may choose to forward an application to the Urban Renewal Advisory Committee for review.
- **Grant recipients are required to sign the Façade Improvement Grant Approval Agreement before construction begins.**
- 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 staff 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.
- All receipts must be received within 30 days of project completion.
- Only materials may be reimbursed for projects that do not use a contractor (cost of shipping, tools/machinery and labor are not reimbursable items).
- Funds shall then be disbursed within thirty (30) days from the date invoices are received.

## 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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