



# The City of Walled Lake

## DOWNTOWN DEVELOPMENT AUTHORITY

### SIGN AND FACADE GRANT PROGRAM

*The Walled Lake Downtown Sign and Facade Grant Program was created to encourage economic investment, building improvement, and revitalization in downtown Walled Lake.*

#### **PROGRAM OVERVIEW **\*\***(To qualify for the grant no work can BEGIN until the DDA Board approves application, otherwise not eligible.)**

The City of Walled Lake DDA will budget and allocate funding toward the program annually. The DDA will reimburse 50% of the improvement cost up to \$1,500 for facades and \$500 for signs per approved grant.

- Grants are available to Building/Property owners and Lessee/Business Owners within the City of Walled Lake Downtown Development District.
- This program has been created to improve the design and appearance of commercial properties in the Walled Lake DDA District.

#### **HOW TO APPLY (Check each box to be submitted for the grant)**

- Contact City Hall to complete and submit all required information.
- The DDA Design Committee will review applications and determine whether it is consistent with the adopted Design Guidelines and Policies.
- Upon approval of your application, a copy of your application will be returned with notification of the grant amount that has been approved for reimbursement.
- You must show proof of the project being completed within one year of approval.
- Upon completion of your project, provide the DDA office with copies of all documents as specified in the Grant Guidelines and the DDA will issue you a check for your approved grant amount.
- All building and site improvements will be subject to review by the Walled Lake Building Department and must comply with all City Codes and Ordinances.

#### **QUALIFYING IMPROVEMENTS INCLUDE:**

- Awnings, Doors, Windows, Painting, Signs, Renovations, and New Construction

#### **FOR MORE INFORMATION OR TO APPLY FOR A GRANT PROGRAM CONTACT:**

Walled Lake City Hall  
1499 E. West Maple, Walled Lake, MI 48390  
Phone (248) 624-4847 Fax (248) 624-1616



The City of Walled Lake  
DOWNTOWN DEVELOPMENT AUTHORITY  
**SIGN & FACADE GRANT PROGRAM GUIDELINES**

**PROGRAM SUMMARY**

The Walled Lake Downtown Development Authority (DDA) believes that our buildings represent a valuable resource worthy of preservation and rehabilitation. The purpose of the Façade/Sign Grant Program is to encourage the preservation and rehabilitation of significant structures within the DDA District.

The funds for this program are limited, therefore, they will be allocated as they are available and for the most appropriate project, as determined by the DDA Board in its sole discretion.

**ELIGIBLE APPLICANTS**

- Property owners, tenants or developers of commercial or mixed use commercial structures that are in good standing with the City of Walled Lake and the Walled Lake DDA.
- Tenants of commercial or mixed-use commercial structures with signed permission of the property owner and who are members in good standing with the City of Walled Lake and the Walled Lake DDA. Tenant leases must be a minimum of three (3) years.

**APPLICATION PROCESS**

- The Walled Lake DDA Board must approve all applications before work begins. Complete grant application in full. Include plans, drawings and cost estimates, and return to the DDA office at least one week prior to the Design Committee's meeting. The DDA Design Committee meets the second Tuesday of each month at 10:00 a.m. at the DDA office.
- Meet with the DDA Design Committee (or a member of the Design Committee) to discuss plans. Once the DDA Design Committee reviews the application and plans, the applicant will be notified of the decision.
- If approved, the applicant or agent is responsible for obtaining the required permit(s) from the City of Walled Lake. The DDA Design Committee reserves the right to cancel this agreement in the event of failure to comply with this schedule and all other grant program requirements.
- After your project has been completed, submit a sworn statement, copies of invoices and waivers of lien from contractors (and subcontractors and suppliers, if applicable).

**PROGRAM GUIDELINES**

The grant funds are to be used as an incentive to encourage the preservation and rehabilitation of significant structures. In determining what improvements are eligible, the following guidelines will apply:

- All work performed must be in keeping with the architectural renderings and specifications approved by the DDA Design Committee and according to the DDA Design Guidelines for the City of Walled Lake. No changes in design are allowed unless approved by the DDA Design Committee.
- Projects will be reviewed and approved using the following criteria:
  - The historical or architectural significance of the building.
  - The impact of the project on the attractiveness of the building, the streetscape and the downtown.
  - The architectural quality of the design proposal.

- All work performed must meet the City of Walled Lake Zoning and Building and Sign Codes. Projects must begin within three (3) months and be completed no later than twelve (12) months after approval of the grant.
- Should a business relocate from the DDA District, all attachments and signs must remain within the DDA District for three (3) years.
- One grant per applicant per building within the calendar year. Multiple projects will be given consideration on an individual basis.
- Disbursement of grant funds will be made after the approved project has been completed, all final approvals from the City of Walled Lake have been received and a financial summary report which includes all contractor's (and subcontractors and suppliers, if applicable) sworn statements, waiver of liens and copies of invoices are submitted to the DDA Design Committee.
- The DDA has the right to accept or reject or alter any request it deems best for that project, its relationship to neighboring properties and its overall effect on the DDA District.

### **GRANT AMOUNT**

The Program will fund façade grant projects up to fifty percent (50%) of the cost of the façade project, or \$1,500, whichever is less. Sign grants will pay up to fifty percent (50%) of the cost of the sign, or \$500, whichever is less.

### **ELIGIBLE IMPROVEMENTS**

Projects are limited to signs and façade improvements, which include the following:

- Exterior cleaning, painting and/or paint removal
- Masonry repair and repainting
- Repair and replacement of architectural details or materials
- Window replacement or repair
- Rehabilitation or compatible reconstruction of storefronts
- Professional design, engineering or architectural fees
- New signs or rehabilitation of historic signs
- New awnings or rehabilitation of existing awnings
- Removal of inappropriate or out-of-date signage
- Removal of metal siding and exterior slip covers (surfaces)
- Appropriate in-fill construction

### **INELIGIBLE EXPENDITURES**

- Interior rehabilitation or decoration
- Landscaping and paving
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant's own labor)
- General periodic maintenance
- General business operation expenses (payroll, taxes, utilities, etc.)
- In case of insurance reimbursement, the guidelines apply to the amount paid by applicant.
- Improvements made prior to grant approval

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**SIGN & FACADE GRANT APPLICATION**

Applicant Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Sign OR Facade Grant(separate application needed for each grant) \_\_\_\_\_  
Briefly Describe Scope of Improvements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Address \_\_\_\_\_  
Estimated Cost \$ \_\_\_\_\_ Estimated Time of Completion \_\_\_\_\_

*Please attach drawings, color palette, and a proposed budget.*

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**PROPERTY OWNER AUTHORIZATION/CERTIFICATION**

I acknowledge receipt of a copy of the Walled Lake Downtown Development Authority Façade/Sign Grant Program information packet. I have also reviewed/prepared this completed application and consent to its filing. The information provided is accurate to the best of my knowledge. Upon approval, I agree to be bound by the requirements and guidelines as outlined therein.

I hereby certify that I have title to said property or legal lease rights. I hereby appoint (if applicable) \_\_\_\_\_ as authorized agent for this Façade/Sign Grant Program.

I acknowledge and understand that approval for the receipt of matching funds in no way creates any liability of any kind, whatsoever on behalf of the City of Walled Lake, the City of Walled Lake DDA and the City of Walled Lake DDA Design Committee and agree to indemnify and hold the City of Walled Lake, the City of Walled Lake DDA and the City of Walled Lake DDA Design Committee harmless from any and all liability.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If tenant is applicant)

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FOR OFFICE USE ONLY

Date Received \_\_\_\_\_ Facade Grant \_\_\_\_\_ Sign Grant \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Amount of Grant \_\_\_\_\_

Please attach sample color choices, drawings, and cost estimates.

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**FULL UNCONDITIONAL WAIVER OF LIEN**

My/our contract with:

\_\_\_\_\_

To Provide : \_\_\_\_\_

For the improvement to the property described as:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Having been fully paid and satisfied, all my/our construction lien rights against such property are hereby waived and released.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name and title)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Address of Company)

Signed off : \_\_\_\_\_

Telephone : \_\_\_\_\_