

Historic Preservation Grant Application

Last Revised: 12/11/2015

Section One: Contact Information

OWNER:

Name _____ Email _____
Address _____
Home Phone _____ Work Phone _____ Mobile Phone _____

APPLICANT: *Check if same as above* _____

Name _____ Email _____
Address _____
Home Phone _____ Work Phone _____ Mobile Phone _____

OWNERSHIP: *(Please Check One)*

_____ Applicant is the owner of the subject property and is the signer of the application. Please provide documentation proving title.

_____ Applicant is the contract purchaser of the subject property, and has attached a copy of the contract, along with a signed notarized statement by the owner authorizing the project scope of work.

_____ Applicant is acting on behalf of the owner, and has attached a signed notarized statement by the owner authorizing the project scope of work.

Section Two: Property Information

Subject Property Address: _____
Date of Property Purchase: _____ Historic District: _____
Number of Dwelling Units: _____ Rental Units: ___ Yes or ___ No
If Yes, Number Residential Rental Units: _____ License Number: _____
Commercial Use in the Building? ___ Yes or ___ No If Yes, Type of Commercial use: _____

Section Three: Additional Documentation Requirements

1. Photographs of the house. Please include photos of all areas to be restored. Photos should be labeled.
2. Two detailed cost-estimates per type of restoration work to be performed.
3. Proof of property ownership – i.e. property warranty deed, most recent property tax form, land contract registered with the respective county.
4. Completed DST Meeting Request Form ([Click Here](#)) including a Narrative description of work to be performed. If more space is needed for Narrative attach additional page(s).
5. Completed W-9 Form ([Click Here](#)). **DO NOT SUBMIT NOW** – This will be needed prior to sending grant forward for approval.

Section Four: Future Steps/Process

Following receipt of your completed application Planning & Zoning staff will contact you to schedule a DST Meeting in order to review your project proposal in greater detail. The grant applications will then be ranked with the highest rated projects being recommended to the City Council by the Preservation Commission for approval. Below is a list of additional items that may also be required as part of the review process:

- Certificate of Appropriateness (COA) Application (*required for all projects*)
- Building Permit Application
- Scaled drawings of the proposed project
- Specifications and/or product information for materials to be used
- Material and/or color samples