



# Historic Preservation and Façade Improvement Grants

## Program Guidelines & Application



# Overview

The Lake Orion Downtown Development Authority Grant Program is a community and economic development initiative that follows the Main Street Approach™ of the National Main Street Center. With a strong sense of place in mind, our award winning, select level Main Street program works to attract and facilitate new and creative public and private investment in our Nationally Registered Historic District. The goal is to: (1) breathe new life into blighted and vacant buildings; (2) establish and expand independent businesses that make our downtown a fun and unique consumer destination; and (3) create a mixed-use downtown where people can live and work above bustling commercial establishments while property owners maximize the productive use of every floor of our beautiful downtown buildings.

## Façade Grant Amounts

Façade grants will be given for projects with eligible costs in amounts between \$500.00 and \$10,000. This is a reimbursement-based program under which the applicant will be reimbursed \$.50 for each \$1.00 spent up to a maximum grant amount as noted below. The costs of all work and materials must be paid in full by the applicant before any grant funds will be paid to the applicant, unless pre-approved by the Lake Orion Downtown Development Authority Board (“DDA Board”) for early release of funds.

**The applicant *may* be reimbursed for costs incurred for work completed prior to receiving final grant approval only at the discretion of the DDA Board.** In limited situations, the maximum grant amount may exceed the program amounts where the proposed façade improvements, in the sole opinion of DDA Board, will result in a substantial and dramatic visual change and improvement to the exterior of the building involved.

**Level 1 – General Façade Improvement – Matching up to \$2000**

**Level 2- Historic Preservation – Matching up to \$10,000**

## Who Can Apply

To be considered eligible for the program, the business must meet the following criteria:

1. Must be a small business as defined herein. *Small Business* is defined as, privately-owned corporation, partnership, sole proprietorship, limited liability company, corporation, joint venture, association, trust or cooperative that has 50 or fewer employees. The business must be independently owned and operated.
2. Must be located in the defined program areas, which include: *Downtown Lake Orion* defined as Broadway Street from M-24 to Church St, and Flint St from M-24 to Anderson St. Primary location is the building which the improvements will take place.
3. Building owners or tenants are eligible. If a tenant applies for assistance, he/she must provide written proof that the building owner has authorized proposed improvements.
4. Only buildings with retail, commercial, or professional uses are eligible.
5. Buildings with existing tenants will receive priority.

# Eligibility

## Eligible Project Sites

Any front, side or rear building façade abutting a public right of way or municipal parking lot are eligible projects.

## Eligible Costs

Eligible Costs include, but are not necessarily limited to, labor and material for:

- Restoration, repair or replacement of windows, doors, exterior wall, chimneys or other architectural elements.
- Costs associated with work that is currently underway and approved by the Lake Orion DDA, where the work meets the program guidelines.
- Exterior painting.
- Signage, awnings, marquees and related lighting and electrical fixtures.
- Masonry repair or cleaning.
- Exterior work necessary for conversion to a retail or entertainment storefront.
- Removal of after-installed façades.
- Restoration of vintage elements.
- Other costs as approved by the Lake Orion DDA Board.

### **The following costs are not eligible:**

- Costs not approved by Lake Orion DDA Board as the work does not meet the program guidelines.
- Work that does not meet the program guidelines.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to the applicant or a family member of the applicant or an employee of the applicant unless the applicant, family member or employee of the applicant is a recognized contractor for the particular labor being provided to the project.
- Costs incurred where the work fails to meet required municipal ordinances, building codes, and/or Americans with Disabilities Act guidelines.

## Municipal Approvals

Approved applications should be reviewed by the appropriate municipal building department for approval prior to the start of any work. Depending on the project scope of work, other municipal approvals may be required, i.e. sign permit, planning commission or Village council review, etc. The DDA will assist the applicant in facilitating the process wherever possible, as time allows.

**The applicant is responsible for ensuring that all required municipal approvals are obtained.**

# Application

Lake Orion Downtown Development Authority will consider and award Facade and Preservation Grant(s), pursuant to the criteria set forth herein, as budgetary funding allows. Only complete applications will be considered. Incomplete applications will not be processed.

## Application Requirements

A completed application will consist of the following required documentation:

1. A completed application form.
2. Proof that the business is a “Small Business” as defined herein.
3. Renderings of the proposed work. If the project cost exceeds \$20,000.00, renderings and site plans must be completed by an architect licensed in the state of Michigan.
  - Building Façade Work: A rendering of the proposed work must be submitted. The rendering must be neat, detailed and scaled, including window locations, door locations, any existing and/or proposed signs or awnings.
  - Building Signs: Where a new building sign is proposed, a scaled rendering/elevation accurately depicting all existing and proposed wall signs must be submitted.
  - Freestanding Signs: Where a new freestanding sign is proposed, a formal site plan must be submitted. The site plan must include the following information:
    - Lot lines w/North arrow
    - Streets labeled w/ driveway location(s)
    - Existing structures w/all known easements
    - Proposed location of freestanding sign(s), with setbacks from property lines
4. A written description of the project plans must be submitted including any information that will assist in understanding the scope of the project, including:
  - Building materials
  - Colors (paint chips, brick/stone color, etc.)
  - Exterior lighting
  - Window and door types
  - Architectural detailing
  - Sign specifications
  - Awnings
  - General renovation details
5. Cost estimates and contractor name(s)
6. Proof that property taxes are current.
7. Proof of business ownership or tenancy (lease agreement).

### **Cost Estimates and Contractors**

For projects up to \$10,000, the applicant must submit two (2) cost estimates for the work to be completed as an attachment to their application. For projects over \$10,000, the applicant must submit three (3) bids or cost estimates for the work to be completed as an attachment to their application.

All contractors must be licensed in the state of Michigan (as applicable), bonded, and insured. Where the applicant received multiple bids and the applicant chooses the highest bid, the Lake Orion DDA will reimburse for costs not to exceed the lowest bid. The applicant will be responsible for the difference between the highest bid and the lowest bid.

# Guidelines

## Design Guidelines

The following represents Lake Orion DDA general design guidelines and will be used in reviewing projects. However, the Village of Lake Orion may have additional requirements in the municipality's code of ordinances. Check with the building or code enforcement department to determine whether design guidelines apply to your building BEFORE designing your project. Where these design guidelines deviate from the required municipal design guidelines, the municipal design guidelines will take precedence.

**Painting.** The use of color should be harmonious with the neighboring properties and the surrounding neighborhood. Separate paint colors for building walls and architectural details are encouraged. The goal is to enhance the architectural details of the building and not suppress them.

**New walls and siding, and repair of same.** Use suitable materials which are compatible in texture, scale, and color with those already found in the surrounding area and on the structure.

**New awnings.** Awnings should have coordinating colors to match building façades and details. Canvas/cloth awnings are strongly recommended over vinyl.

**Exterior storefront and/or storefront display lighting.** All exterior building or storefront display lighting must be in compliance with local lighting ordinances. Fixtures should be compatible with the existing structure in scale and design. Lighting must not throw off more light than is necessary to show a sign or storefront. To reduce excess light pollution, downcast directional lighting is preferred. Lights must face the façade and bulbs should not be visible from the street.

**Cleaning of building façade.** Appropriate cleaning techniques should be used which will not mar building façades or contribute to building decay.

**New signage.** Signage must comply with local sign ordinances and may require a municipal sign permit. Sign design should be compatible with the building façade. Use coordinating colors to match building façades and details, as well as, using an appropriately sized sign to fit the scale of the building. New signage should not cover any significant architectural details.

**Window and window treatments.** Replacement windows and window treatments must be consistent with scale and design of the structure. Replacement windows should be historically accurate in design in relationship to the structure.

APPLICANTS ARE ENCOURAGED TO REVIEW THE OUTSTANDING RESOURCES OF THE NATIONAL MAIN STREET PROGRAM INCLUDING ITS COMPREHENSIVE DESIGN HANDBOOK



[https://www.miplace.org/4a2b94/globalassets/documents/michigan-main-street/resources/nmsc36\\_designguide\\_2021.pdf](https://www.miplace.org/4a2b94/globalassets/documents/michigan-main-street/resources/nmsc36_designguide_2021.pdf)

# Review

## Initial Application Review

Within 30 days of receipt, the Lake Orion DDA staff will perform an initial application review to determine whether the application is complete. Applications will be reviewed in the order that they were received and they will notify the applicant whether the application is complete and will be accepted for consideration. Only fully completed applications (including all required attachments) will move forward for scoring and award consideration, in the order certified as complete.

### Review by Design Committee

- Upon certification of a complete application, the entire package will be referred to the Lake Orion Main Street Design Committee for review and consideration.
- Meetings of the Design committee shall be called, as needed, and in the order of any certified complete applications. The applicant shall be provided notice of all scheduled meetings and is encouraged to appear to present the project and answer questions of the committee. Failure of the applicant to appear may result in denial of the applied benefit.
- The Design Committee shall make a recommendation of referral to the Lake Orion DDA Board for final approval.

The Lake Orion DDA shall notify the applicant in writing of the action taken by the Lake Orion DDA Board upon referral.

## Application Scoring

Applications will be reviewed using the scoring system below. A maximum of 40 points is available. Applications receiving a score of 21 or higher will be eligible for funding.

Category	Maximum Points
Applicant has never received a grant of any type from the Lake Orion DDA	5
The applicant is the owner of the property (and is not a building tenant).	1
The existing building condition visually appears to be structurally sound with roof intact.	4
The façade project is part of a larger planned building renovation project.	2
The proposal meets the Design Guidelines and intent of the Lake Orion DDA Program Goals and/ or the municipal design guidelines.	5
The extent to which the proposed work will compliment or enhance the appearance of the surrounding area.	10
The extent to which the proposed work will improve the appearance of the property.	10
Whether the grant will leverage additional funding for the project.	3
<b>TOTAL</b>	<b>40</b>

# Award

## Discretion of Lake Orion DDA

The Lake Orion DDA may, in its sole and absolute discretion, approve or reject any application or request modifications of the proposed project and may require that façade improvements meet specific descriptions, concepts, and utilize specific materials. The Lake Orion DDA reserves the right to change these guidelines at any time. The approval and amount of any award is in the sole discretion of the Lake Orion DDA. No approval or amount of any award is guaranteed by these guidelines, and even complete applications may be denied and rejected in the sole discretion of the Lake Orion DDA.

## Grant Agreement

The applicant (and the building owner, where the applicant is a tenant) will be required to sign the Grant Agreement and a release and consent form that gives permission to the Lake Orion DDA to use any pictures, renderings or descriptions of the work for promotional purposes. Grantee will be required to place promotional material in the public areas of their storefront, and on business social media, and information on the grant as provided by the Lake Orion DDA.

**Changes in Scope of Work.** The Lake Orion DDA must approve any changes in the scope of work in writing before construction or installation.

## Project Completion and Reimbursement

The approved work must start within thirty (30) days and be completed within three (3) months for Level 1 approvals and twelve (12) months for Level 2 approvals, from the date the Grant Agreement was signed by the applicant. Upon completion of the work and prior to the release of grant funds, the applicant must:

1. Notify Lake Orion DDA the work has been completed by submitting before and after photographs and hosting an inspection with the DDA.
2. Submit to Lake Orion DDA a written request for reimbursement. The Request for Reimbursement will be on a form provided by Lake Orion DDA certifying that the work has been completed in accordance with the approvals and certifying that all project expenses have been paid in full. The costs of all work and materials must be paid in full by the applicant before any grant funds will be paid to the applicant.
3. Submit to Lake Orion DDA evidence of all final permitting and inspection.
4. Submit to Lake Orion DDA a project completion report, including copies of all bills, receipts, and cancelled checks associated with the project. In addition, the report shall include evidence that the façade improvement project is 100% complete.

Any improvements completed under this program shall become permanent fixtures of the building. They may not be removed by the business owner or the building owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the Lake Orion DDA. This provision shall not apply if a future change is made to the building for further renovation that will enhance the redevelopment of the surrounding area.



**APPLICATIONS AND OTHER INFORMATION CAN BE OBTAINED AT  
LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY  
118 N BROADWAY ST., LAKE ORION, MI 48362 (248) 693-9742**



# FACADE IMPROVEMENT AND PRESERVATION APPLICATION

## APPLICANT CONTACT INFORMATION

***Please Print***

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

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address \_\_\_\_\_

## SITE (BUILDING) OWNERSHIP INFORMATION

Business Name \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Are you the building owner? Yes No

If you are not the building owner, please provide the following information:

Building Owner's Name: \_\_\_\_\_

Building Owner's Address: \_\_\_\_\_

Building Owner's E-mail Address: \_\_\_\_\_

Building Owners Phone (daytime): \_\_\_\_\_

## BUSINESS INFORMATION

How long have you operated at this location? \_\_\_\_\_

Have you ever received a façade grant from the Lake Orion DDA? Yes No



If Yes, when? \_\_\_\_\_

Are you the sole business owner? Yes No                      Co-owners? Yes No

If yes, provide the names and contact information for all business co-owners:

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### PROJECT INFORMATION

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Briefly describe the Scope of Work for the proposed project(s) that you are seeking funding for:

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Based on your project bids/cost estimates, how much was the lowest bid/cost estimate and what is the name of the contractor? \_\_\_\_\_

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The Lake Orion DDA Façade Improvement Grant Program is a matching grant. Payment of funds under the program is paid on a reimbursement basis. The applicant is required to pay the total project cost up front, and request reimbursement for the approved eligible costs from the Lake Orion DDA **after** the project is complete.

Do you agree to these terms?

Yes      No

The façade grant program requires the participant to include promotion of the grant and the Lake Orion DDA in its marketing, social media and other forms of promotion. This requires the placement of signage in the business, and its storefront, for a period up to one year.

Do you agree to these terms?

Yes      No

**APPLICANT'S CERTIFICATION**

The Applicant certifies that all information in this application and all information furnished in support of this application, given for obtaining a façade grant under the Façade Improvement Program are true and complete to the best of the Applicant's knowledge and belief. I have read and understand the procedures and agree to follow the Façade Improvements and Historic Preservation Grant Process. I am submitting documentation as required. **Applications submitted without required documentation will not be processed.**

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

**BUILDING OWNER'S CERTIFICATION**

I, as the owner of the building located at \_\_\_\_\_ understand and agree to the submission of this application to the Façade Improvement and Historic Preservation Program. I also agree to the proposed project as detailed in this application. I further understand that if this application is approved, the applicant will be required to enter into a grant agreement with the Lake Orion Downtown Development Authority and that I, as the building owner, will also be required to sign the grant agreement.

Signature of Building Owner: \_\_\_\_\_

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

**MAIL OR HAND DELIVER THIS APPLICATION WITH ATTACHMENTS TO:**

**LAKE ORION DOWNTOWN DEVELOPMENT AUTHORITY  
Attn: Façade Improvement Program  
118 S BROADWAY ST  
LAKE ORION, MI 48362**

**OFFICE USE ONLY**

Date of Application: \_\_\_\_\_ Amount Requested \_\_\_\_\_

Date Sent to MSOC: \_\_\_\_\_ Is Project Proceeding? \_\_\_\_\_

Applied for Arch. Drawing Grant? \_\_\_\_\_ Amount Received \_\_\_\_\_

Applied for Explor. Demo Grant? \_\_\_\_\_ Amount Received \_\_\_\_\_

Design Committee Action: \_\_\_\_\_

DDA Board Action: \_\_\_\_\_

Date Funding Commitment Letter Sent: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_ Approval for Payment Date: \_\_\_\_\_