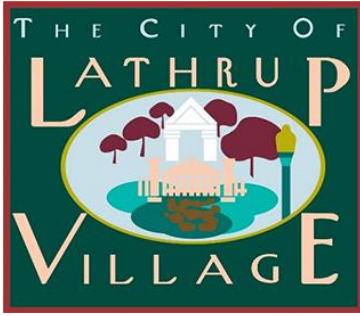




Lathrup Village

Facade Incentive Program Application Packet



LATHRUP VILLAGE

Downtown
Development
Authority

April 2026

Façade Improvement Grant

Program Guidelines

Program Description and Intent

The City of Lathrup Village Downtown Development Authority (DDA) has established the Façade Improvement Grant Program to encourage high-quality exterior improvements that enhance the visual character and economic vitality of the City's commercial corridors.

Façade improvements play a critical role in shaping the perception of a business district. This program is intended to support projects that create visible, high-impact transformation, strengthen corridor identity, and encourage private investment.

Priority will be given to projects that significantly improve building appearance, particularly along major corridors, at gateway locations, and on properties that have experienced limited recent investment.

Eligible Applicants

Commercial property owners and business owners (with written property owner authorization). Properties with delinquent taxes or open code violations are not eligible.

Eligible Improvements

Eligible projects must be located within the DDA District and include improvements visible from the public right-of-way.

Eligible improvements include, but are not limited to:

- Exterior painting and façade restoration
- Masonry repair and façade treatment

- Window and storefront system installation or repair
- Exterior doors
- Awnings and canopies (structural only; signage handled separately)
- Exterior lighting
- Permanent exterior building materials and architectural features
- Other permanent exterior improvements that enhance the building's appearance

Ineligible improvements include:

- Interior renovations
- Routine maintenance or minor repairs
- Temporary installations
- Improvements not visible from the public right-of-way
- Work not compliant with applicable ordinances

All improvements must comply with City codes, ordinances, permitting requirements and be ADA compliant. All improvements must be performed by properly licensed and insured contractors (proof required).

Funding Structure

- Grants are awarded on a 50/50 matching reimbursement basis.
- Maximum grant award: \$10,000 per project.
- Grant funds are only distributed after project completion and verification.

Work completed prior to receiving a Grant Funding Commitment Letter is not eligible for reimbursement.

Funding is subject to availability and DDA Board approval. The DDA's fiscal year is July 1 – June 31, and funds are a predetermined allocation by the DDA Board during the budgeting process.

Program Requirements

- Applicants must obtain all required permits prior to construction
- Projects must be completed within **180 days** (or as otherwise approved by the DDA)
- All building and trade permits must be obtained where required
- Any changes to the approved design must receive prior written approval from the DDA
- Applicants must provide proof of payment and completion for reimbursement

Projects should generally align with the intent of the City's adopted design guidelines, where applicable, and will be reviewed on a case-by-case basis, particularly for historic or unique structures.

The DDA reserves the right to promote funded projects through photography and marketing materials.

Application Requirements

- Completed application
- Design renderings
- W-9
- Photos
- Contractor estimate
- Property owner authorization if applicable

Evaluation Criteria

Applications will be reviewed by the DDA Staff prior to approval from Board of Directors using the following criteria:

➤ **Visual Impact Points: (0–10)**

- Degree to which the project improves the overall appearance of the building and surrounding corridor.

➤ **Location Prominence Points: (0–5)**

- Priority will be given to properties located along major corridors, gateway locations, or highly visible sites

➤ **Contribution to District Vitality Points: (0–5)**

- Extent to which the project enhances pedestrian experience, business activity, or overall district appeal.

➤ **Investment Level Points: (0–5)**

- Demonstration of meaningful private investment relative to the grant request.

➤ **Project Readiness Points: (0–5)**

- Completeness of application, including contractor estimates and a realistic timeline for completion.

Priority may be given to:

- First-time applicants.
- Properties with limited recent investment.
- Projects that contribute to a cluster of improvements within a corridor or block.

Application and Approval Process

1. Applicant submits a completed application and required materials (applications accepted June 1 – July 15)
2. Applications are reviewed by the DDA Board at a public meeting.
3. Approved applicants receive a Grant Funding Commitment Letter.
4. Applicant and DDA execute Façade Improvement Grant Agreement.
5. Applicant completes the project in accordance with approved plans.
6. Applicants submit reimbursement documentation upon completion.
7. DDA verifies the project and issues reimbursement.

Reimbursement Requirements

To receive reimbursement, applicants must submit:

- Paid invoices.
- Photos of completed improvements.
- Proof of payment (canceled checks or receipts).

The DDA will conduct a final review to confirm compliance with the approved application.

Program Conditions

- Funding is limited and not guaranteed.
- The DDA reserves the right to approve, deny, or condition funding.
- A business or property owner that has been awarded this grant cannot be awarded a similar grant for three years.



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- The DDA may prioritize projects that create visible corridor impact.

- Approved projects may be included in future local, state, or regional funding applications.

Investment Commitment

The Façade Improvement Grant Program is intended to support long-term investment in Lathrup Village’s commercial districts. Applicants are expected to maintain improvements in good condition. The DDA reserves the right to consider property maintenance and prior participation when evaluating future funding requests.

Repayment Obligation and Payback Schedule

If, within three (3) years following the date of final reimbursement, any of the following triggering events occurs, the Grantee shall repay the Grant to the DDA according to the following prorated schedule:

Triggering Events:

- The business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village; **or**
- The Grantee removes, demolishes, or substantially replaces any portion of the façade improvements funded by this Grant.

Prorated Repayment Schedule:

- Within Year 1 (0–12 months after final reimbursement): Repay **100%** of the Grant received
- Within Year 2 (13–24 months after final reimbursement): Repay **66%** of the Grant received
- Within Year 3 (25–36 months after final reimbursement): Repay **33%** of the Grant received
- After 36 months: No repayment required

“Substantially replaces” means any material alteration or removal of the funded improvements that significantly diminishes the visual impact or permanence of the



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Project as approved by the DDA. The DDA may, in its sole discretion, require the Grantee to record a memorandum of this Agreement or a lien against the Property to secure the repayment obligation.



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Façade Grant Program Application

Property Information

Property Address:	
Parcel ID Number:	
Current Zoning:	

Business Information

Business Name:	
Business Owner Name:	
Business Mailing Address:	
Phone Number:	
Email:	

Property Owner Information

Property Owner Name:	
Property Owner Address:	
Property Owner Phone:	
Property Owner Email:	



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Façade Improvement Program

Applicant Affirmation & Signature Form

The Undersigned Applicant Affirms and Understands That:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Façade Improvement Grant Program Guidelines and the Village Center Design Guidelines and agree to abide by these conditions.
3. I understand that any changes made to the approved design without the approval of the DDA may be cause to withdraw the DDA's funding commitment.
4. I understand and agree to the repayment obligation and payback schedule described on Page 6 of the grant packet if the business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village within three years following the date of final reimbursement.
5. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Signature – Business Owner

Date

Signature – Building/Property Owner

Date



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Façade Improvement Program

Reimbursement Request

Please submit the following information to the planning and development office once approved work is complete for grant reimbursement:

- This signed reimbursement request certification
- Copies of invoices stamped "paid" from all contractors, companies, and/or individuals
- Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- Digital photos of all building facades visible from the public right-of-way.

Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I will display the City of Lathrup Village Downtown Development Authority Façade Grant certification in public at my business/property for one year. I understand that if my business ceases operations at the Property or relocates its primary business activity outside the City of Lathrup Village within 3 years following the date of final reimbursement, I will be required to repay the City in an amount as described on Page 6 of the grant packet. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Application Name (print)

Application Signature

Date

NAME OF BUSINESS _____

BUSINESS ADDRESS _____

MAILING ADDRESS (if different) _____

PHONE NUMBER _____