

**Oshtemo Charter Township  
Downtown Development Authority  
FAÇADE GRANT PROGRAM**

FOR MORE INFORMATION:

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*In accordance with the Oshtemo Downtown Development Authority (DDA), the Oshtemo Downtown Development Authority Grant Committee has been created to provide grants for business located within the Oshtemo Downtown Development District. These Grants are to be used for the purpose of addressing blight and beautification concerns in the Downtown Development Area. Applicants may apply for grants from this Authority for the purpose of preserving and/or enhancing downtown area beatifications.*

**GENERAL REQUIREMENTS**

**Terms and Conditions**

- Façade and exterior improvement grant requests may be made available up to \$5,000 by the DDA Grant Committee.
- Applicant will provide proof of 100 percent funding for the project in order to be considered.
- If approved, applicant will receive a 50 percent reimbursement up to, but not to exceed \$5,000 awarded by the DDA.
- Grants **cannot** be used for business signage creation and/or restoration.
- All work must be in accordance with the Townships Master Plan and façade work must be in accordance with Section 34.00 Village Form-Based Code Overlay Zone, specifically Section 34.600 Architectural Standards of the Oshtemo Township Zoning Ordinance. Links to the Zoning Ordinance and Master Plan can be found at:  
  
<http://www.oshtemo.org/officials-and-departments/planning-zoning-department/>
- Applications for façade and exterior improvements must be approved by the building/property owner.
- All exterior code deficiencies or violations and imminent health and safety hazards must be corrected in conjunction with façade renovation. All work must comply with applicable local, state and federal codes.
- Applicant must provide at least one or as many as three bid proposals depending on the discretion of the Grant Committee.
- Applicant shall be responsible for all construction management and contracting work to be done, as well as obtaining and following all local permits and codes. It is not the responsibility of the DDA to know which permit(s) may be required, the applicant is responsible to ascertain which permits they need to obtain.

Permits which may be required include: building, electrical, mechanical, plumbing, soil and sedimentation, right-of-way permits, and other permits which may be required from the State of Michigan, Kalamazoo County Road or the Kalamazoo County Drain Commissioner. The Township Code or Ordinances is online at [www.oshtemo.org](http://www.oshtemo.org) under "About Oshtemo."

- Applicant and the property owner must not have delinquent accounts with the Oshtemo Township and/or the Downtown Development Authority.
- Upon completion of work, paid receipt(s) must be presented to the DDA.
- After completion of work, the DDA has the right to inspect the property to see that all work was completed as planned.
- Payment for work done without required permits will not be made until the applicant supplies the necessary proof the work is being and/or will be performed as required.
- Property improvements must be completed within ninety (90) days of approval or applicant will be required to resubmit application with no guarantee of funding. Unless special exemption is given by the DDA Board.
- Any attempt to defraud the DDA shall result in forfeiture of funds and revocation of eligibility to participate in the grant program
- The DDA reserves the right to modify, return, and deny any grant applications.
- At the discretion of the Grant Committee, purchase of materials or services from a business within Oshtemo Township may qualify the applicant for additional consideration in the terms of the grant.
- The DDA may consult with the applicant for the purpose of modifying the scope and/or the content of the proposed work

### **Eligible Projects**

- Repair to building exterior facades consistent with the Village's Master Plan and the Village Form-Based Code Overlay Zone.
- Repair, reconstruction or construction of the exterior of the property such as painting, reinforcing exterior walls, installation of new siding or things of similar effect.
- Masonry repair, cleaning or tuck-pointing.
- Roof repairs, re-roofing, etc.
- Restoration, repair, or replacement of windows, doors, exterior walls, chimneys, or other architectural elements.
- Exterior work necessary for conversion to a retail or entertainment store entry.
- Removal of after-installed facades along with restoration of vintage elements.

## **Ineligible Projects**

- Projects which are related to parking such as resurfacing, painting or stripping of parking lots/spaces, or construction of new parking.
- Projects related to any kind of signage such new signs, awning, replacement of signs/awnings or lettering on signs and awnings.
- Residential or living space projects of any kind such as for apartments or lofts.
- Costs paid by the applicant in merchandise or in-kind services.
- Labor paid to applicant, family members of applicant, or employees of applicant.
- Interior improvements that deemed to be regular maintenance and upkeep.
- Purchase of furnishings, equipment or consumable supplies.
- Repair or creation of features not compatible with original architecture on historical buildings.

## **Grant Application Process**

The application form may be obtained at the Oshtemo Township Hall, 3265 West Main Kalamazoo MI, or online at [www.oshtemo.org](http://www.oshtemo.org). Applications must be completed and returned to Oshtemo Planning Staff at the Township Hall. The Planning Department will review the applications for any deficiencies and to make sure all requirements are met by applicant. If all requirements are met, the planning staff will then forward all applications to the DDA Grant Committee, as well as the DDA Chairperson. The Grant Committee will then evaluate all application materials and make a recommendation to the DDA Board for final approval. Upon approval or denial of the application, the applicant will receive a letter of notification.

## **Applicant Checklist**

\_\_\_\_ An original signed letter of permission from owner (if applicant is not the property owner or holds a land contract).

\_\_\_\_ A detailed written description of the project plans (scope of work, including materials sample color and color schemes), which addresses how the project complies with the guidelines.

\_\_\_\_ A detailed cost estimate for all eligible costs supported by a quote from at least one and up to three independent / non-affiliated contractors or suppliers.

\_\_\_\_ Proof of ability to provide 100 percent funding of the proposed project.

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**APPLICATION FORM**

Please check: Property Owner \_\_\_\_\_ Business Owner \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Business Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax # (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

(  ) **Please check: I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS**

Project description (attach if necessary):

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Estimated Project Cost: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ (Not to Exceed \$5,000)

Please be sure that you have reviewed and submitted the appropriate documentation outlined in the **Applicant Check List** section of the **Façade Grant Program** document.

I am stating that the above information is accurate to the best of my knowledge, that I agree to the requirements and there are no delinquent accounts with Oshtemo Township or the Oshtemo DDA.

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

DDA Grant Review Committee Use Only

Property Address: \_\_\_\_\_

**Planning Department**

The application is complete and meets the requirements for submittal to the DDA Grant Committee for review.

\_\_\_\_\_  
Staff Signature Date

**DDA Grant Committee**

Applicant has been found to be: \_\_\_\_\_ **Consistent** \_\_\_\_\_ **Inconsistent** with DDA guidelines.

Therefore, the application is: \_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied** by the DDA Grant Committee.

Reviewed by the DDA Grant Committee on: \_\_\_\_\_  
Date

Signature of Grant Committee Chair: \_\_\_\_\_

Review Committee Comments:

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