

FERGUSON MISSOURI

FAÇADE EASEMENT IMPROVEMENT PROGRAM

A. PROGRAM OBJECTIVES

The intent of the Façade Easement Improvement Program is to promote the continued revitalization of the central business district. The Façade Easement Improvement Program provides a financial incentive to downtown property owners who are planning to renovate the exterior of their property. Physical condition, economic vitality, and architectural quality of these areas will be enhanced by restoring or recreating the design details and characteristics of façade architecture.

Eliminating hazardous or unsafe conditions and restoring the unique, historic and characteristic architectural qualities and design features of downtown Ferguson will support our revitalization effort of the central business district.

B. CITY HALL POINT OF CONTACT

For any questions regarding the Façade Easement Improvement Program, the application, the disbursement request form, this information packet or any other issues you feel the City may be of assistance with, please do not hesitate to contact Sam Anselm, Assistant to the City Manager, at 314-524-5158. All application materials, rebate request forms, and information regarding your façade improvement application should be sent to Sam Anselm, Assistant to the City Manager, City of Ferguson, 110 Church Street, Ferguson, Missouri 63135.

STEP ONE: PROGRAM ELIGIBILITY

A. APPLICANT ELIGIBILITY

1. Applicants must be the property owner and be able to demonstrate ownership by either:
 - a) The applicant owns the property (grants may be authorized with conditional approval, contingent upon the applicant securing ownership prior to actually receiving the grant); all mortgages and liens must be identified. A recent title policy or updated title policy will be acceptable proof.
 - b) The applicant is the purchaser of the property under a land sales contract, and 1) provides the City with a copy of the signed contract, 2) accepts financial responsibility for the improvement work, 3) provides written consent from the title holder for the proposed rehabilitation work, and 4) secures title holder's consent to execute and record the Agreement between the City, the recipient, and the title holder with the St. Louis County Recorder.
2. Genuine financial interest to undertake and maintain exterior rehabilitation is essential to both the success of the individual project and the overall façade improvement program.
3. Any applicant who is currently leasing a property must have the property owner apply on their behalf. No applications submitted from a business without property ownership claims to the façade will be considered by the City.

C. STRUCTURE ELIGIBILITY

1. A structure's eligibility will be determined by City staff based on the following criteria:
 - a) Location

All structures must be within the central downtown Ferguson business district, located in either the DB-1 or DB-2 zoning districts.
 - b) Architectural or historical significance

Grants will only be approved for permanent quality exterior improvements to a property that maintains or enhances the structure's architectural or historical features.

c) Demolition Probability

The structure must not be slated or under consideration for demolition by any government agency, developer or property owner.

d) Structural Condition

The structure must be in the need of repairs or improvements. Grants will not be provided for purely exterior maintenance activities, which are solely the owner's responsibility.

D. ELIGIBLE WORK ITEMS, MATERIALS, & OTHER EXPENSES

1. The following examples represent the types of exterior improvements eligible for façade improvement matching grants, however, are not comprehensive:
 - a) Window/door repair or appropriate replacement work.
 - b) Storefront rehabilitation, including removal of non-original siding.
 - c) Cleaning or painting of exterior surfaces or building treatments.
(NOTE: Neither sandblasting nor power washing will be eligible for grant funds).
 - d) Repair or restoration of architectural detail, including tuck pointing and joint repair.
 - e) Awnings, projecting signs, and cornices.
 - f) Landscaping materials and related expenses.
 - g) Building permits, architectural fees, engineering fees and other professional fees, up to 10% of the total grant amount.
 - h) Other labor and materials used to rehabilitate the façade. In cases where property owners hire a contractor to complete the work, the contractor must be licensed and comply with all existing City building code requirements.
 - i) In those instances where the façade renovation is performed in conjunction with a more extensive construction/remodeling project, only those costs that pertain to the work performed on the façade shall be considered eligible project costs.
2. Any eligible project costs not represented in this list will be determined as eligible for grant funds by City staff during the application review process.

STEP TWO: APPLICATION PROCESS

E. APPLICATION CHECK LIST

1. Applications will be reviewed by City staff, which reserves the right to reject any and all proposed work that does not meet program guidelines or is unsuitable. An application is included with this information packet. Please return completed applications and all supporting materials to Sam Anselm, Assistant to the City Manager, City of Ferguson, 110 Church Street, Ferguson, Missouri 63135.
2. The Façade Easement Improvement Program is funded on the City's fiscal year calendar, which is July 1 - June 31. Applications are considered on a first-come, first-serve basis.
3. The following information must be provided to participate in the program:
 - Completed application form.
 - Verification of property ownership (includes the deed, attorney's opinion, title commitment, etc.).
 - Detailed description of the work to be completed (must meet City building code regulations).
 - Copies of all estimates and costs involved with the project.
 - A sketch or rendering of the finished façade, including any architectural alterations.
 - If the facade improvement is part of a more extensive remodeling project, only facade improvement costs should be itemized.
 - Verification of listing City as co-insured on liability policy
 - Proposed project schedule.

F. PROGRAM TERMS & CONDITIONS

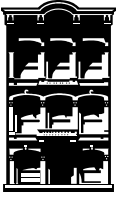
1. Grants will be in the form of a 50% matching grant, with a minimum grant of a \$2,500 and a maximum grant amount of no greater than \$25,000 per structure contribution by the City. The City will not contribute more than \$25,000 to any single structure.
2. The applicant/property owner will enter into a recorded façade easement grant agreement with the City of Ferguson for the exterior renovation work. The term of the agreement will be based on the matching grant amount; for every \$2,500 contributed the agreement will apply for one (1) full year. The applicant will agree to make and maintain improvement to the building during the term of the agreement. No alterations to the building façade will be allowed without prior approval of the City. If the owner fails to maintain the property for the term of the agreement, or transfer interest/title, the grant should be repaid to the City in full.
3. Any portion of a structure that is directly exposed to a public right-of-way (within the DB-1 or DB-2 districts) is eligible for a façade grant.

4. An applicant may apply for a grant for more than one structure and/or more than one property.
5. The applicant will pay all other fees (not included in the eligible work items) attributable to the project.
6. The applicant must use a licensed architect to prepare all project plans that require building permits. All other professional work must be performed by an individual licensed or certified by their applicable professional association or industry standard, in compliance with the City code.
7. All work must be performed in compliance with all applicable City codes and ordinances.
8. All building owners must agree to an exterior inspection before submittal.
9. All work must be performed with any and all applicable building permits.
10. The property owner and all current tenants must have current occupancy permits and business licenses on file with City Hall.
11. Real estate taxes for the property must be current and paid in full before application.
12. The applicant will solicit three formal bids on all labor work.
13. If the property owner selects a lowest bid that is higher than the grant agreement, the applicant must agree to pay any difference between the total project cost and the grant amount.
14. The City reserves the right to recall the grant if any of the eligibility requirements are violated or found to have been misrepresented during the application.
15. The program operates on a reimbursement basis with funds disbursed **after** the project has reached substantial completion.
16. All façade easement grant agreements will be approved by the Ferguson City Council.
17. Following Council approval, a notification letter will be mailed to the property owner.
18. Project work cannot begin until the applicant receives both a signed grant agreement and a notification letter from the City. If any project work is initiated and/or completed before a grant agreement is completed and signed or approved by Council, the City reserves the right to recall the grant and refuse payment on any and/or all reimbursable expenses, however, the City may choose to reimburse only those expenses and work occurring after the date of the notification letter.

STEP THREE: DISBURSEMENT

G. DISBURSEMENT PROCESS

1. Upon completion of all facade improvement work, the Request for Disbursement form must be completed and returned by the applicant to City Hall. The rebate form is included with this information packet.
2. All work must be completed according to the information submitted in the original application. Vendor invoices must be returned with the rebate form along with verification of payment from the program applicant. The City will not submit reimbursements without proper documentation that the property owners' contribution is already paid in full.
3. A disbursement check will be issued to the property owner following a final inspection by City staff that all of the approved façade work has been completed and is consistent with code regulations.



FERGUSON MISSOURI
Façade Easement Improvement Program

APPLICATION FORM

I/We have read and understand the provisions of the Façade Easement Improvement Program and wish to enter into an easement agreement with the City of Ferguson to make exterior improvements to my building.

Name of Business(es): _____

Address of Property: _____

Ownership of the property (check one):

- The property is owned outright.
- There is a mortgage on the property.
- The property is being purchased on contract (copy of contract attached).

Use of the property (commercial, retail, office, mixed-use, etc.): _____

Are there any residential units in the structure? (circle one): Yes No If yes, how many? _____

Please ensure you have included any necessary application submissions:

- Completed application form (this form).
- Verification of property ownership (includes the deed, attorney's opinion, title commitment, etc.).
- Detailed description of the work to be completed (must meet City building code regulations).
- Copies of all estimates and costs involved with the project.
- A sketch or rendering of the finished façade including any architectural alterations.
- Proposed project schedule.

I/We understand the City must approve all of the proposed work. I/We also understand the City must also approve any changes to the submitted work order.

Signature _____ Date: _____

Applicant Name _____
 Business Name _____
 Address _____
 Phone _____
 EIN/Business ID# _____
 Retail Sales ID # _____

Please complete and return this form along with detailed project information and estimates to Sam Anselm, Assistant to the City Manager, City of Ferguson, 110 Church Street, Ferguson, Missouri 63135.

Date Received:

