

## Lebanon Historic District Grant Program Overview

The Program is a cost sharing grant program. The Program will be funded by the Lebanon Redevelopment Commission, who shall consider the award of Program dollars for a project based upon available funds and only after an applicant receives a Certificate of Appropriateness from the Lebanon Historic Preservation Commission.

### **PROGRAM ELIGIBILITY REQUIREMENTS**

To participate in the Program, an eligible property must:

- Be located in the Lebanon Downtown Historic District, as defined under Program Boundaries below;
- Be current of all tax payments and City of Lebanon liens, accounts and fines;
- Have commercial activity as its primary purpose including but not limited to traditional retail and specialty shops, services, restaurants and bars, live entertainment, cultural venues, galleries and professional offices.
- Have consent from the owner of the property in writing for any proposed improvements covered in the Applications.
- Not be in violation of City of Lebanon ordinances for current or prospective use of eligible properties.
- Not be in violation of applicable State of Indiana code for current or prospective use of eligible properties.

### **PROGRAM GUIDELINES**

**Start of Work:** Work related to the Program cannot begin until authorized by the Program Administrator. Funds spent before Program approval do not qualify as the Applicant's share in the project.

**Distribution of Program Grant Money:** Funds will be allocated on a first come first serve basis according to the date of the application and subject to the availability of budgeted funds.

**Changes to Program Plans:** Any unapproved changes to project plans will void the Program grant and result in nonpayment of Program funds. If recipient decides to change the project after approval, the Program Administrator must be contacted for additional review and approval. Awards cannot be increased after notification of the initial award.

**Ownership of Property:** Program grants will not be awarded to government-owned properties. Property owned by non-profit organizations are not excluded from applying for Program grants, however, priority will be given to privately-owned commercial and mixed-use property.

**Cost Estimates:** Applicants must provide at least two itemized cost estimates from a professional contractor for eligible expenses, for which funding is being requested. Projects approved for funding will be based on the lowest of the cost estimates. The Program Administrator reserves the right to request additional estimates at any time. All improvements that are ineligible shall be bid separately. The bids submitted to the Program Administrator shall include only eligible improvements. Bids must be made from the same scope of work by each contractor.

**Permits, Fees and Approvals:** Recipients are required to pay and obtain the necessary local and/or state permits, fees and approvals.

## **ELIGIBLE IMPROVEMENTS AND EXPENSES**

- **Exterior Building Material Repair or Renovation**
- **Lighting** – Restoration, replacement, or new construction of historically and/or architecturally sensitive decorative lighting fixtures for the exterior of buildings.
- **Hardscapes** – Including trellis, cornice, entrances, doors windows, decorative detail and fixtures permanently adhered to the façade of the building.
- **Structural Improvements** – Including but not limited to foundations, floor and ceiling joists, and load bearing elements of the building. Structural improvements may not exceed 25% of the total project cost.
- **Other improvements that may improve the aesthetic quality of the building.**

## **INELIGIBLE IMPROVEMENTS AND EXPENSES**

- **Building materials and treatments** – Including vinyl or aluminum siding.
- **Landscaping**
- **Interior Repair and Maintenance Improvements**
- **Electrical Work**
- **Personal Property**
- **Security Systems**
- **Acquisition of Real Estate**
- **Infrastructure improvements**
- **Permits and Fees**

## **PROGRAM APPLICATION PROCESS**

The Applicant must submit a completed Application to the Program Administrator and schedule a pre-Application meeting with the Program Administrator. Each Application submission must include the following:

- Current photographs of the property to be improved. All photos submitted become the property of the City of Lebanon.
- Project plans and specifications including a written description of improvements, materials, and colors.
- Elevations or architectural drawings and historical photographs (if available).
- At least two itemized cost estimates from a professional contractor other than the applicant or property owner for the same scope of work. Cost estimates must itemize improvements for which funding is being requested.
- Application must be signed by the property owner.
- As part of the review, the Program Administrator will verify that the property is in good standing before the Lebanon Preservation Commission and Lebanon Redevelopment Commission proceeds with consideration of the Application.
- Other items as requested by the Lebanon Historic Preservation Commission and Lebanon Redevelopment Commission may be required.

Prior to applying for grant funds related to façade preservation work, an applicant must receive a Certificate of Appropriateness from the Historic Preservation Commission. A Certificate of Appropriateness is required under the Lebanon Historic Preservation Ordinance and must be issued by the Historic Preservation Commission of the City of Lebanon before a permit is issued for, or work has begun on, any of the following:

- Demolition or moving of any building
- A conspicuous change in the exterior appearance of existing buildings by additions, reconstruction, alteration, or maintenance involving exterior color changes
- Any new construction of a principal building or accessory building or structure subject to view from a public way
- A change in walls or fences or construction of walls and fences
- A conspicuous change in the exterior appearance of non-historic buildings subject to view from a public way by additions, reconstruction, alteration and/or maintenance involving exterior color change

An application for a Certificate of Appropriateness shall be made in the office of the Commission, or its designee, on forms provided by that office. All applications shall be subject to the rules and requirements established by the Commission. Applications for a Certificate of Appropriateness must be received no later than 30 days prior to the next scheduled Historic Preservation Commission meeting. Historic Preservation Commission meetings are scheduled on the first Thursday of the month at 6p.m.

Once a Certificate of Appropriateness is issued by the Lebanon Historic Preservation Commission, Grant Applications will be considered each month by the Lebanon Redevelopment Commission. All required Application materials, including the Certificate of Appropriateness, and the required pre-Application meeting with the Program Administrator must occur by the 15<sup>th</sup> of the month to be reviewed by the Lebanon Redevelopment Commission. Regular meetings of the Lebanon Redevelopment Commission occur on the second Monday of the month. An Application submission does not guarantee approval or maximum Program grant funding.

## **TIMELINE**

**Application Received:** A complete Application is received, and a pre-Application meeting is conducted with the Program Administrator.

**Design Review and Approval:** Application is evaluated by the Lebanon Historic Preservation Commission and Lebanon Redevelopment Commission. Both commissions reserve the right to approve or deny portions of any Application.

**Notification of Award:** Program grant recipients will be notified approximately forty-five (45) days after submission deadline.

**Grant Program Improvement Agreement:** Such agreement is signed by the Lebanon Redevelopment Commission and the recipient to verify the approved scope of work and reimbursement amount.

**Grant Program Maintenance Agreement:** Such agreement is signed by the recipient consenting to maintain the improved property for two (2) years from the date of receipt of Program grant funding.

**Work Commences:** Work must commence within sixty (60) days of approval and execution of required agreements.

**Work Completed:** Work must be completed within twelve (12) months of project approval and execution of required agreements.

**Inspection:** Completed work must be inspected by the Program Administrator, certified building inspector, and any other applicable professionals as needed to confirm compliance.

**Submission of Final Documentation:** After photographs and paid invoices itemizing all eligible improvements and expenses are submitted to the Program Administrator for verification.

**Reimbursement:** After work has been completed, inspected and verified, funds will be disbursed.

Program grant contributions shall be considered based on the following:

<b><u>Category</u></b>	<b><u>Estimated Cost of Improvements</u></b>	<b><u>Owner Share</u></b>	<b><u>Maximum Grant</u></b>
<b>1</b>	\$0 - 10,000	\$0	\$10,000
<b>2</b>	\$10,001 - 15,000	\$1000	\$14,000
<b>3</b>	\$15,001 - 20,000	\$2000	\$18,000
<b>4</b>	\$20,001 - 25,000	\$3500	\$21,500
<b>5</b>	\$25,001 - 30,000	\$5,500	\$24,500
<b>6</b>	\$30,001 - 40,000	\$9,500	\$30,500
<b>7</b>	\$40,001 - 50,000	\$13,500	\$36,500
<b>8</b>	\$50,001 - 75,000	\$26,000	\$49,000
<b>9</b>	\$75,001 - 100,000	\$38,500	\$61,500
<b>10</b>	\$100,001 - 150,000	\$67,000	\$83,000
<b>11</b>	\$150,000 - 200,000	\$95,000	\$105,000
<b>12</b>	\$200,001- 250,000	\$125,000	\$125,000
<b>13</b>	\$250,001 - 350,000	\$195,000	\$155,000
<b>14</b>	\$350,001 - 450,000	\$265,000	\$185,000
<b>15</b>	\$450,001 - 500,000	\$300,000	\$200,000

# Lebanon Historic District Grant Program Application

Please submit completed application form to:

City of Lebanon  
Planning & Zoning Administration Department

Attn: Derek Warren

401 S. Meridian Street

Lebanon, IN 46052

Phone: 765-482-8845

Fax: 765-482-8873

email: [dwarren@lebanon.in.gov](mailto:dwarren@lebanon.in.gov)

## Applicant Information

Owner's Name	
Property Address	
Owner's Address	
Owner's Phone #	
E-Mail Address	

## Project Description

Please check all improvements being considered.

- |  |  |
|--|--|
| <input type="checkbox"/> Storefront Restoration            | <input type="checkbox"/> Hardscapes              |
| <input type="checkbox"/> Window Rehabilitation/Replacement | <input type="checkbox"/> Cornice Restoration     |
| <input type="checkbox"/> New Entryway/Doors                | <input type="checkbox"/> Structural Improvements |
| <input type="checkbox"/> Exterior Paint                    | <input type="checkbox"/> Masonry                 |
| <input type="checkbox"/> Other                             | <input type="checkbox"/> Lighting                |

## Attachments

Please provide the following (as appropriate) with application.

- Current Photographs of the Property to Be Improved
- Renderings
- Architectural Plans & Elevations
- Written Description of Improvements
- Building Materials List
- At Least Two (2) Itemized Cost Estimate/Proposal from Professional Contractor
- Project Schedule
- Paint Color Swatches
- Certificate of Appropriateness Issued by the Lebanon Historic Preservation Commission

**Additional materials may be required by the Lebanon Redevelopment Commission**

## Project Description

Please provide a detailed description of the proposed project.

## Agreement and Signature

By submitting this application, I affirm I am the owner of the property proposed for improvements under the Downtown Lebanon Historic District Grant Program. I understand this application is not an agreement with the Lebanon Redevelopment Commission for funding.

I further affirm I have read and agree to adhere to the Downtown Lebanon Historic District Guidelines.

Should this proposal be accepted, I shall abide by the terms set forward by the Lebanon Redevelopment Commission governing any grant of funds.

Name (printed)	
Signature	
Date	