

# **Crown Point Redevelopment Commission Business Façade Rebate Program**

## **Program Objective**

The Façade Rebate program seeks to increase the physical attractiveness and marketability of Crown Point's business community through financial rebates for business property renovation and beautification. The program is intended to help property owners and tenants to rehabilitate and restore the visible exterior of existing structures as well as provide incentive for new construction.

## **Program Qualifications and Parameters:**

**Applications must be reviewed and approved by the Crown Point Redevelopment Commission prior to the commencement of the project. A Scope of work to be completed, photography of the building prior to work being completed (electronic & originals), and work estimates should be submitted along with the initial application.** Funds will be awarded on a competitive basis, based on the project's overall impact.

Applicants must adhere to the "Responsible Bidding Practices and Submission Requirements for Submitting Bids to Perform Construction Work on City of Crown Point Public Works Projects" (As Amended).

Applications will be accepted on a yearly basis, January 1<sup>st</sup> to December 31<sup>st</sup>. Buildings that have not received a Façade Rebate in the past will have first consideration. After all first time users are processed the remaining applications will be considered in the order in which they are received. Not more than one Façade Rebate shall be approved for a building in any fiscal year.

Façade Rebates are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Façade Rebate Program. Property owners and tenants should consult their tax advisor for tax liability information.

## **Eligible Businesses:**

To be eligible for the Façade Rebate Program, an applicant and building shall meet all of the following criteria:

- 1) A building used in whole or in part for commercial/industrial purposes located within, adjacent to or serving a TIF District in the City of Crown Point.
- 2) Property, building and applicant shall not be delinquent in property taxes.
- 3) Properties and building with existing code violations or deficiencies must include their remedy as part of the proposed improvements.
- 4) Property required to be free of any tax liens and mechanic's liens and provide evidence that payments on any loans secured by the building are current.

**Contractors selected by the business to perform work must be licensed with the City of Crown Point's Building Department and are required to apply for all permits and have all inspections completed which are required by the Building Department.**

**Eligible Improvements:**

The program provides rebates for various façade rehabilitation activities, including:

- Exit doors (exterior) – installation, repair and replacement of exit doors and hardware to provide public access, or where current doors do not meet the building or fire codes or it will improve the overall appearance of the building.
- Painting – painting of the exterior surface of buildings.
- Shutters and Awnings – repair, replacement or addition of exterior shutters and awnings.
- Signs – repair and replacement – all exterior signage must be brought into compliance with existing city ordinance.
- Exterior painting and landscaping
- Walls – repairs, replacement, restoration, and rebuilding of exterior walls, including: cleaning, sealing, tuck pointing, painting, removal of materials, etc.
- Windows – repair, replacement and installation
- Roofs – repair and re-roofing
- Walkways – sidewalks, pavers, plazas, and other permanent improvements designed primarily for pedestrian use.
- Lighting – repair, installation and replacement

The following items are NOT eligible for the Façade Rebate Program:

- Building Permit fees and related costs
- Title reports and legal fees
- Acquisition of land or buildings
- Refinancing existing debt
- Sweat equity
- Working capital for business
- Plumbing
- Sprinkler Systems
- Interior floor or ceiling replacement and repair
- Extermination of insects, rodents, vermin and other pests
- Air conditioning and heating facilities
- Electrical wiring or service upgrade, except work necessary to illuminate an eligible sign

Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility and approval or disapproval by the Crown Point Redevelopment Commission.

The Redevelopment Commission will need the approval and the Certificate of Appropriateness from the Crown Point Historic Commission before considering any Façade Grant within any of the Crown Point Historic Districts. Improvements that are not architecturally appropriate, as determined by the Commission are not eligible for the Façade Rebate. (See Downtown Façade Restoration Grant Program)

**After the project has been completed, the successful applicant must submit the following documentation: paid invoice(s), copy (front and back) of cancelled check(s), electronic and original photography (before and after) of the project.** The project is subject to a visual inspection by the Crown Point Redevelopment Commission President. (NOTE: Projects that receive financial awards must complete the work within 180 days upon receipt of an award notification letter. Failure to complete the work or provide the necessary documentation (i.e. cancelled checks, paid invoices), within six months may result in the rescission of the award amount.

After the Façade Rebate is approved by the Redevelopment Commission, applicants may obtain a building permit and begin the work. **DO NOT START BEFORE – APPLICANTS WILL NOT BE GAURENTEED TO BE REIMBURESED FOR WORK DONE PRIOR TO APPROVAL.**

### **Approved Rebate Project Compensation Schedule**

<b><u>Eligible Project Cost</u></b>	<b><u>Maximum Rebate Amount (%)</u></b>
\$1 - \$10,000	40% + 10%
\$10,001 - \$20,000	30% + 10%
\$20,001 - \$50,000	25% + 10%
\$50,001 - \$100,000	20% + 10%
\$100,001 +	15% + 10%

The Redevelopment Commission encourages a thriving business community within the City of Crown Point. It is for that reason we will offer a greater rebate for businesses which utilize Crown Point contractors. Companies using Crown Point contractors will be eligible for an additional 10% reimbursement. A list of Crown Point contractors has been provided for your convenience.

The Redevelopment Commission appreciates your investment in the City of Crown Point and strives to grant the highest awards possible. However, the rebate schedule above lists a **maximum** award amount. A number of factors are considered when granting façade awards, including the availability of funds and the number of program applicants per year.

The Redevelopment Commission reserves the right to increase or decrease the amount of rebate based on the impact or deviation from the projects initial statement of work. Failure to apply and receive all appropriate permits will result in no rebate. Eligible project costs will consist of only façade improvements and landscaping.

Please return this completed application to the Planning Department located at 11035 Broadway Suite E, Crown Point, IN 46307. Questions regarding the Façade Rebate Program should be directed to Greg Falkowski at 219-661-5039, [gfalkowski@crownpoin.in.gov](mailto:gfalkowski@crownpoin.in.gov).

## **FAÇADE REBATE PROGRAM – STEP-BY-STEP PROCESS**

1. Review the Program Description and contact the Planning Administrator in the Planning Department to see if the improvements you are considering are eligible.
2. Define the scope of your proposed improvements. This will probably involve consulting with an architect or other appropriate design professional (for projects that do not need an architect, consult with a contractor).
3. Complete this application including appropriate plans and description of work to be done.
4. Submit a façade improvement application to the Planning Department, 11035 Broadway Suite E, Crown Point, IN 46307.
5. If required, submit an application for a Certificate of Appropriateness and a copy of your façade improvement application to the Historic Preservation Commission and attend the scheduled Historic Preservation Commission Meeting.
6. If necessary, revise plans and return to the Planning Administrator or Historic Review Board for second review.
7. Submit final revised plans, estimates, Approved Certificate of Appropriateness (if required) and signed Façade Rebate Application to the Planning Office.
8. Planning Administrator will approve or disapprove content of Façade Rebate Application.
9. Application and grant agreement are forwarded to the Redevelopment Commission for their review and approval.
10. Apply for a building permit through the Building Department.
11. Pick up permit at Building Department when notified.
12. Construct per approved plans and call the Building Department to schedule inspections as required.
13. Finish Construction.
14. Request reimbursement: Submit Invoices, orders, Treasurer's Form (to show compliance with property tax), Lien Waivers, etc., to the Planning Department
15. Receive payment from Redevelopment Commission for eligible project costs based on the façade rebate agreement.

**CROWN POINT FAÇADE REBATE PROGRAM APPLICATION**

**Applicant Information**

NAME: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE IMPROVED:  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

TAX ID#/SOCIAL SECURITY #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Project Information**

BUILDING LOCATION: \_\_\_\_\_

BUSINESS(ES) LOCATED IN BUILDING:  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING AGE: \_\_\_\_\_ BUILDING LOCATED IN HISTORIC DISTRICT? \_\_\_\_\_

PROPERTY ZONING: \_\_\_\_\_ PIN NUMBER: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

IF LEASED: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

Project Description Describe in detail the proposed scope of work including design firm and/or contractor(s) selected. In describing project, be sure to differentiate between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

**Mortgage Information**

Is there a current Mortgage on the property: YES \_\_\_ NO \_\_\_

If YES, Holder of Mortgage

\_\_\_\_\_  
Date of Mortgage: \_\_\_\_\_ Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

Are there any other loans, liens, deed restrictions on the property: YES \_\_\_ NO \_\_\_

If YES, please list:

\_\_\_\_\_

\_\_\_\_\_  
Provide evidence that loans secured by the building are current.

**Building Information**

Will project result in a change of use for the building? YES \_\_\_\_\_ NO \_\_\_\_\_

Uses of the building after completion of the façade project:

1<sup>st</sup> Floor: \_\_\_\_\_

2<sup>nd</sup> Floor: \_\_\_\_\_

3<sup>rd</sup> Floor: \_\_\_\_\_

Other: \_\_\_\_\_

**Other Required Documentation**

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of Title Commitment showing current ownership of property and an indication of clear title free of any other liens or encumbrances.
- d. Proof of property and liability insurance
- e. Signed mortgage note
- f. Copies of any leases associated with property
- g. Project budget
- h. Two (2)-contractor quotes/construction bids for total façade project
- i. Photographs of proposed project site

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Façade Rebate Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the Crown Point Redevelopment Commission. The applicant further certifies that he/she has read and understands the Façade Rebate Program Guidelines. If a determination is made by the Commission that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the Crown Point Redevelopment Commission and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all Façade Rebate Program funding commitments are contingent upon the availability of program funds.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

By: \_\_\_\_\_