



HIGHLAND STATION FACADE IMPROVEMENT & SIGNAGE GRANT PROGRAM

The Highland Downtown Development Authority (HDDA) efforts are directed at the revitalization of the historic Highland Station area. Once the community center, Highland Station can again provide a unique identity for the township. Combining economic development activities with historic preservation strategies, the HDDA seeks to restore the charm and improve the economic condition of the district.

Program Description

The purpose of the Façade Improvement Program is to assist property owners and tenants who wish to improve historic buildings and/or restore historic architectural features to facades of commercial buildings anywhere within the Highland Station district.

Two types of grants are available: a **Façade Grant** that will assist with exterior improvements and a **Signage Grant** for creative and unique signs that are compatible with the building and the character of the district. Both grants require matching funds from the property owner or tenant at a 1:1 ratio.

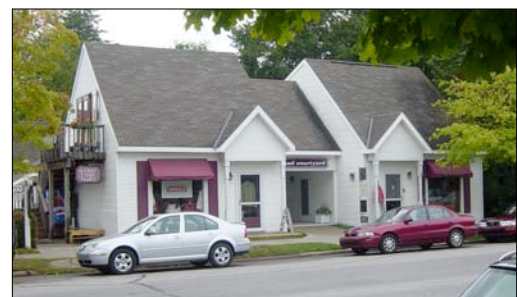
Eligible Projects

Eligible buildings must have a commercial use on the first floor. Restoration of storefronts and historic architectural elements, replacement of non-conforming, obsolete or inappropriate signs; additions of lighting, awnings/canopies and exterior painting are all eligible for funds.



Restoration Guidelines

- **Design:** Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the Highland Downtown Development Authority (HDDA) Design Committee, then a complementary architectural design shall be used. All horizontal and vertical features shall be retained (i.e., windows, door openings, etc.) Storefronts shall be designed, constructed, and maintained to complement and enhance the architectural features of the building. Rehabilitation or remodeling projects should consider upper stories of buildings, taking them into account both in maintenance and design. All accessories, signs and awnings shall likewise harmonize with the overall character of the building and otherwise meet the requirements in the Highland Station Sign Ordinance
- **Scale:** All renovation and/or reconstruction should maintain street level facades that are “pedestrian-friendly,” with abundant first-floor windows, high-quality materials, interesting details, and inviting entrances to scale with pedestrians
- **Context:** Design for individual buildings should take into account the surrounding structures, seeking to preserve elements that link buildings within a block, such as height, cornices, window patterns or materials



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- **Color:** All color schemes shall accent the building as well as harmonize with adjacent buildings
- **Exclusions:** No Grant monies or matching monies shall be used to perform general repair (such as roof repairs), structural improvements, habitable work or otherwise to meet code to occupy the building. No grants will be made to government-owned properties or to tenants in government-owned properties

Grant Procedures

- **Applicants:** Any building owner or store proprietor/tenant with written approval from the owner can apply for funding. The project site must be located in the Highland Station district. Tenants must have a minimum of two years remaining on their lease or an option to renew. Application and appropriate plans must be submitted to the HDDA office at 205 W. Livingston Rd., Highland MI 48357
- **Application:** Submit application, checklist and required materials to the HDDA office. HDDA staff will review with the design committee, which meets the second Monday of each month. If the design committee supports the application, they will make a recommendation to the HDDA Board for final approval.
- **Awards:** Funds shall be allocated on a first-come first-served basis by the HDDA Board and will be considered based on their compatibility with the vision and goals of the HDDA. In 2010, up to \$15,000 will be awarded by the HDDA Board for façade improvements and up to \$4,500 will be awarded for signage improvements.
- **Matching funds:** All Grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Funds may be awarded up to \$5,000.00 for facades, storefronts, awnings; or up to \$1,500.00 for signage
- **Verification:** Work done by the applicant requires an estimate from a qualified source to verify that costs are within reasonable parameters.
- **Disbursement of funds:** Work selected for a matching grant must be completed within 6 months of approval of the application, unless extended by the HDDA. Any work completed prior to the application will not be considered for the Façade & Signage grant. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. Grant funds are disbursed on a reimbursement basis and will be issued when the proposed project has expended their matching dollar amount, and the applicant notifies the HDDA with an affidavit from the contractor certifying the work, as submitted, is complete.
- **Changes:** If Grantee decides to change the project after approval they must contact the HDDA office. Any unapproved changes will void the Grant.
- **Promotion of Projects:** The HDDA may promote an approved project including, but not limited to, displaying an HDDA sign at the site, during and after construction, and using photographs and descriptions of the project in HDDA materials.



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Application

Applicant Name: _____

Business Name: _____

Property Address: _____

Applicant's Phone Number: _____

Property Owner Name: _____ Phone: _____

Type of Façade Improvement Planned (note all that apply).

Signage: Removal New Altered Repaired

Painting: (Approximate Sq. Ft. area): _____

Cosmetic Alterations: (Moldings, etc.): _____

Other work: Please specify (Awnings, Landscaping, Exterior Lighting, etc.): _____

Total Cost of Project: _____

Amount Requested: \$ _____

Signage not to exceed \$1,500.00; Façade not to exceed \$5,000.00

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Highland Downtown Development Authority. No work will begin until I have received written approval from the HDDA. I further understand that the project must be completed within six (6) months and that grant monies will not be paid until the project is complete. I agree to leave the completed façade improvement project in it's approved design and colors for a period of five (5) years from the date of completion. Signage improvement project will remain for two (2) from the date of completion.

Signature of Property Owner

Signature of Business Owner

Date: _____

Date: _____

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Supporting Data Checklist for Applicants - to be submitted as part of application

SIGNS:

- Provide “before” photo that shows existing conditions, a color rendering of the design chosen along with samples of the color and materials of the sign
- Include specifications as to the size and width of the sign, including lighting
- Note how and where the sign will be hung on the building
- Submit a written estimate from a sign company
- Submit written verification that design and size comply with Township codes along with copies of any applicable permits.

PAINT:

- Provide “before” photo that shows existing conditions.
- Provide samples of the colors chosen; mark which color will be body color and which will be accent colors. Note where each color will be used
- Submit a written estimate from painter of your choice

AWNINGS:

- Provide “before” photo that shows existing conditions.
- Provide samples of the color, materials and style of awning chosen
- Note where awning will be placed on building, including all dimensions
- Submit a written estimate of the cost
- Submit written verification that design and size comply with Township codes

MAJOR FAÇADE ALTERATION:

- Provide “before” photo that shows existing conditions.
- Provide an elevation plan and rendering of major changes, including materials, dimensions, paint and awning colors where applicable
- If the proposed changes include adding square footage to the building, a site plan is required
- Submit a written estimate from contractor

ALL PROJECTS PROPOSED BY TENANTS

- To be eligible for a direct grant, tenants need to provide a notarized Authorization for Work from the property owner.
- Submit signed Hold Harmless Agreement (see attached).

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RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the _____ day of _____, 2010, by (Property Owner) _____ and (Tenant if Applicable) _____, of (Street Address) _____,

_____ Township of Highland, County of Oakland, State of Michigan, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with Township regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the HDDA for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with Township or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Michigan and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 2010.

Property Owner Signature

Witness

Tenant Signature (if applicable)

Witness