HISTORIC PRESERVATION APPLICATION: FAÇADE GRANT PROGRAM

CITY OF CRYSTAL LAKE
HISTORIC PRESERVATION COMMISSION

Revision: August 2009

CITY OF CRYSTAL LAKE APPLICATION FOR FAÇADE GRANT

The Historic Preservation Commission may approve grant funding for façade improvements to landmarked sites or structures that are located in the City of Crystal Lake.

Per the terms and evaluation criteria outlined in this application, any person, group, or association may request grant funds for any property in which the person, group or association is an owner or tenant. This is a 50/50 matching grant that is administered by the Crystal Lake Historic Preservation Commission for up to $500.00 per calendar year per property. The Commission shall match up to 50% of the actual improvement costs, not to exceed $500.00, of the approved project cost.

FAÇADE GRANT – EVALUATION CRITERIA

1. The site or structure must be locally landmarked by the City of Crystal Lake and located within the corporate boundaries of the City.
2. Projects must comply with the Crystal Lake Historic Preservation Ordinance and all applicable City Codes and Ordinances. Failure to comply with the Historic Preservation Ordinance or other City Codes and Ordinances may threaten the disbursement of approved funds.
3. Projects must be confined to the exterior of the landmarked structure. Project examples may include:
    - Exterior painting
    - Window restoration/renovation
    - Porch restoration/renovation
    - Roofing
4. Ineligible projects, and/or costs, include interior remodeling, building permit fees and landscaping
5. The project shall be completed within 12 months of the application's initial approval
6. Unless waived by the Commission, project improvement(s) may not begin prior to the Commission's approval of the application. Any request to waive this requirement shall be in writing and state the reason for the request.
7. Once the grant application has been approved, it is ultimately the responsibility of the applicant to ensure that the contractor performs the work correctly and provides a quality product. If the contractor fails to perform the work correctly, it is within the Commission's discretion to deny a subsequent façade grant application to correct the faulty craftsmanship for the same work previously approved.

ALLOCATION SCHEDULE

Grant funds shall be distributed on a first-come, first-serve basis, until all grant funds allocated for that year have been expended. By January 15th of each year, the Commission shall allocate a yearly amount of available grant funds. The Commission will then send a letter, along with a Façade Grant Application, to all Landmarked structures stating that funds are available. If the application is approved, the applicant shall complete the project within 12 months from the application's initial approval.

FAÇADE GRANT - PROCEDURE

1. Complete the application describing the project including photos of the project site. Please remember to include plans. The Crystal Lake Historic Preservation Commission will review applications based on the evaluation criteria and terms outlined in this application.
2. Submit the application to:

   City of Crystal Lake
   Historical Preservation Commission
   100 West Woodstock Street
   Crystal Lake, Illinois 60014

3. Application Deadlines: The application will be reviewed by the Commission on the first Thursday of every month. Except in the case of an emergency repair, the application must be submitted by the 15th of the month to be reviewed at the next scheduled meeting. Applications submitted after the 15th of the month will be reviewed within forty-five (45) days of submission. The Commission will notify the applicant of the meeting date when the submission will be reviewed. The applicant is encouraged, but not required, to attend the meeting to discuss the project with the Commission members. After reviewing the information, the Commission may vote on the proposal. The Commission is not required to award the proposal on the night of review, and may request further information and continue the matter until the next meeting.
4. The City will issue a letter to the applicant notifying the applicant of the Commission's approval or denial of the grant request. If the grant request is denied, the applicant may resubmit a revised application.
5. The project shall be completed within 12 months from the date that the Commission voted to approve the project. Under special circumstances, the applicant may request an extension. If requested, an extension shall be submitted in writing to the Commission at least thirty (30) days prior to the scheduled project end date. The Commission will review the extension following the receipt of a written request. Based upon the information received, the Commission will either approve or deny the extension and make their decision known to the applicant via a written response.
6. After the project is completed, the applicant must contact the Commission to review the project and provide photographs of the work. Within forty-five (45) days following this submission, the Commission shall vote on whether the completed work has conformed to the original application and decide whether or not to issue the grant funds. The City will issue a letter approving or denying the disbursement of the grant funds based on

the Commission's decision.

7. The awarded applicant shall receive the grant funds within six (6) weeks of Commission approval of final issuance.

If you have any questions contact the City Manager's Office at 815-459-2020, and ask for the Historic Preservation Commission staff representative.

APPLICANT'S CHECKLIST - REQUIRED APPLICATION MATERIALS

- Application Form
- Maps and Photographs of property
- Description of project scope
- Estimation of project costs, including drawings

APPLICANT'S CHECKLIST – REQUIRED MATERIALS NECESSARY FOR REIMBURSEMENT (FOLLOWING PROJECT'S COMPLETION)

- Receipts showing final costs
- Pictures of completed project

Project Number:_____

CITY OF CRYSTAL LAKE
FAÇADE GRANT APPLICATION *(Please type or print legibly)*

APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

APPLICANT IS PROPERTY: Owner_____ Tenant_____

LANDMARKED STRUCTURE INFORMATION:

ADDRESS: _____

OWNER OF PROPERTY: _____

OWNER'S ADDRESS: _____

DESCRIPTION OF PROJECT SCOPE: (INCLUDE PHOTOGRAPHS)

EST. OF PROJECT COSTS: (INCLUDE DRAWINGS AND QUOTES FROM CONTRACTORS)

APPLICANTS SIGNATURE AND DATE:

SIGNATURE: _____ DATE: _____

PROPERTY OWNER PERMISSION REQUIRED:

I AM THE OWNER OF THE LANDMARKED PROPERTY AND AGREE TO THE TERMS OF THIS GRANT:

SIGNATURE: _____ DATE: _____