BROWN COUNTY
MT. STERLING

Mt. Sterling, Illinois, Uptown Business District

Facade Improvement Program
June 21, 2012
Revised: September 1, 2015

APPENDIX A

FACADE IMPROVEMENT APPLICATION

City of Mt. Sterling, Illinois

Estimated Total Project Cost $ _____ Amount Requested $ _____

Address of Property to be improved: _____

I. Applicant/Owner Information

Applicant Name: _____

Applicant Mailing Address: _____

Home Phone: _____ Daytime Phone: _____

Mobile Phone: _____ Fax: _____

E-mail Address: _____

Property Owner Name: _____
(If different from Applicant)

Owner Mailing Address: _____

Home Phone: _____ Daytime Phone: _____

Mobile Phone: _____ Fax: _____

E-mail Address: _____

II. Property Information

Is this property listed on the National Register of Historic Places ☐ Yes ☐ No

Is the first floor of the building currently occupied? ☐ Yes ☐ No

Name of Business: _____

Type: ☐ Retail ☐ Service ☐ Professional ☐ Other _____

Daytime Phone of Business _____ Evening Phone of Business Owner _____

Are any upper stories currently occupied ☐ Yes ☐ No

APPENDIX A (CONT.)

I understand that the Facade Improvement Grant must be used for the project described in this application and that the Mt. Sterling Facade Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

I acknowledge that the City of Mt. Sterling, IL is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner.

Signature of Applicant(s): _____ Date:_____

As the legal owner of the property, I hereby grant authorization to complete the facade improvements indicated on this application.

Signature of Owner(s): _____ Date:_____

Please include an Application Checklist and all required supplemental materials when submitting this application to the City of Mt. Sterling, IL. Applications will not be considered complete until all required materials have been submitted.

APPENDIX B

Note: Please attach all bids to this application. This form is a summary sheet only, detailed bid information to be attached.

Address of Property to be Improved:_____

Contractor:_____

Bid Summary (fill out a summary for each bid attached)

Work Scope	**Cost**
General Requirements	
Demolition	
Structural Reinforcement	
Masonry Repair/Cleaning	
Window Repair/Replacement	
Door Repair/Replacement	
Storefront Repair/Replacement	
Painting	
Cornice Repair/Replacement	
Exterior Lighting	
Signage	
Awnings	
Other Construction Costs	
Sub-Total	$ 0.00
Contractors Fee	
Grand Total	$ 0.00

Notes:

- Contractors/fabricators are to be licensed and bonded.
- Applicant must secure proof of license and insurance coverage from contractor.
- Fabricator/Contractor proposals must include scope of work, itemized project budget, timeline and qualifications.
- A pre-construction meeting with the City Administrator is required prior to any work commencing on the facade improvement project.

APPENDIX C

FACADE IMPROVEMENT AGREEMENT

City of Mt. Sterling, Illinois

Address of property to be improved:_____

Summarize or attach Approved Scope of Work: _____

_____

_____

_____

Date project to be started by: _____

Date Project to be completed by: _____

Maximum amount of reimbursement: _____

No. receipts accepted for reimbursement:_____

Any unapproved changes to project plans as stated above in the Scope of Work will void the grant and result in nonpayment of funds. If changes to the scope of work are necessary, it is the responsibility of the Recipients to immediately contact the City of Mt. Sterling, IL City Administor for additional project review before continuing the project. Funding awards cannot be increased after notification of the initial award, regardless of approved change in Scope of Work. Work approved prior to grant approval is not eligible for funding. Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. All required permits are the responsibility of the owner/applicant.

Signature of Applicant _____ Date: _____

City of Mt. Sterling, IL

Signature _____ Date: _____

APPENDIX D

FACADE MAINTENANCE AGREEMENT

City of Mt. Sterling, Illinois

This covenant and agreement made this _____day of _____ , 20_____, by and between _____, (Property Owner), and the City of Mt. Sterling, IL (City Administrator).

Whereas, the Tracy Family Foundation has made available funds for facade program, and

Whereas, the property owner, having received a forgivable grant issued by the City of Mt. Sterling, IL will, for 60 months after the completion of the project, assume the total cost of the continued maintenance, repair and administration of the property in a manner satisfactory to the Mt. Sterling Façade Committee & City Administrator, and

Whereas, a loan in the amount of $ _____ has been awarded to _____ for the property located at _____ .

Now therefore, the Property Owner agrees to the following provisions:

Properties that receive funds in excess of $10,000.00 will be subject to a Recapture Agreement. For every month the property is maintained according to standards put forth by this program, 1/60th of the grant will be forgiven. On the 60th month of the grant the Recapture Agreement may be released by the City of Mt. Sterling, IL with no further obligation to the property owner. In the event of a change of ownership of the property occurs during the five year period, the grant must be repaid to the City of Mt. Sterling, IL on a pro-rated basis for the property title to be released. Property owner will be responsible for the courthouse recording fee of the Release of the Recapture Agreement.

Name of Property Owner(s)_____

Signature of Property Owner(s) _____ Date: _____

City of Mt. Sterling, IL

_____ Date: _____