

# Business Façade Improvement Program Guidelines

## Stewartville Economic Development Authority

### Program Intent:

Stewartville's Economic Development Authority (EDA) was established to attract, promote, and develop an economically sound future for the community. The EDA is a professional advocate for the business community. We provide ideas, information, venture capital, financial packaging, and expertise in business development and retention, focusing on projects that aim to make Stewartville a better place to live, work, and do business.

In keeping with the above stated objective, the EDA established this program with the intent to enhance and improve the visual aesthetics of the community. This program is designed to encourage owners to restore existing properties and enhance the general character of the property.

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#### **Part 1:**

Forgivable Loan: Up to \$7,500 per building

Match Requirement: Dollar-for-dollar

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#### **Part 2:**

For Projects >\$15,000: Revolving loan available for balance of project over \$15,000 at 0% APR; RLF limit and term determined on a per project basis. Participation in Part 1 satisfies owner equity requirements of the loan program.

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**Eligible Properties:** Commercial buildings in the City.

**Eligible Projects:** See list of eligible project items on the next page.

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### To Apply, Please Submit:

#### **For Part 1 and Part 2**

1. Completed application form.
2. Cost estimates.
3. Project plans **AND** drawings/sketches.
4. Picture of property **before** work begins.
5. Picture of property **after** work is finished.
6. If property is leased: A copy of the lease agreement, **AND** written permission from landlord/owner of property.

#### **Only for Part 2**

6. Completed Stewartville EDA Revolving Loan Application & supporting documents.

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Applications will be denied if, in the sole opinion of the EDA, the proposed improvements do not follow these guidelines or improve the general character of the building and community as a whole.

The EDA reserves the right of ultimate review. The EDA may, at its discretion, approve projects that deviate from these guidelines if the proposed project is deemed within the general intent of these guidelines and in the best interest of the community.

Incomplete applications will not be reviewed.

Payments will be made directly to vendors once program requirements are met and after submittal of invoices or reimbursed to the applicant after submittal of proof of payment.

**NO WORK MAY BEGIN PRIOR TO EDA APPROVAL.**

# **Business Façade Improvement Program Guidelines**

## **Stewartville Economic Development Authority**

### Eligible Project Items:

- Rehab/replacement of exterior windows visible from public areas that enhance the character of the building
- Rehab/replacement of exterior doors visible from public areas that enhance the character of the building
- Replacement of missing decorative building features
- Rehabilitation or replacement of historic rooflines (such as corbels, parapets or other decorative or historic features of materials consistent with the historic nature of the building)
- Rehabilitation or replacement of roof covering materials if visible from public areas and decorative or historic in nature
- Historic preservation-related items that require specialized care or expertise such as tuck-pointing and cleaning.
- Removal of non-historic materials or additions to otherwise historic buildings
- Awnings with either historic qualities or that add to the character of the building
- Signage
- Ancillary decorative lighting
- Screening of unsightly features such as utility connections, dumpsters, etc...
- Other permanent, fixed, above ground decorative features that enhance the visual aesthetics of the City.

### Ineligible Project Items:

- Any interior work
- New construction and building additions
- Acquisition
- Improvements not visible from public areas
- Parking lots
- Painting and siding (except if allowable above)
- Roofs (except if allowable above)
- Plants and other movable, non-permanent landscaping features
- Improvements already completed or in progress at time of application
- Routine building maintenance

**Business Façade Improvement Program Application**  
**Stewartville Economic Development Authority**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Total Amt. Requested: \_\_\_\_\_

Forgivable Amount: \_\_\_\_\_ 0% Loan Amount: \_\_\_\_\_

**Applicant Certification**

We, the undersigned certify that the information submitted is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. We understand that this application will be reviewed based on the information provided herein and that if the final project does not meet minimum program guidelines the City reserves the right to deny payment. But for the assistance provided through this program by the Stewartville Economic Development Authority, we would not have the resources to take on this project or to the extent that we will with assistance.

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Name/Title (Printed)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

**NO WORK MAY BEGIN PRIOR TO EDA APPROVAL.**