



Façade Improvement Grant Program

Purpose:

The City of Hillsboro established the Façade Improvement Grant Program in order to promote renovations to the exterior of commercial buildings within the City of Hillsboro Business District. The program is designed to enhance building appearance, promote a unique sense of place, and preserve individual buildings and the significance of the historic area and business district in total.

Program Goals:

1. Provide financial assistance to business and property owners to make revitalization efforts affordable.
2. Improve the attractiveness of the City with quality design principles that enhance and preserve its historical significance.
3. Maintain and increase existing property values within the target area and the surrounding neighborhood.
4. Promote commercial vigor and increase economic activity.

Maximum Grant Amount:

Awarded grantees could be provided up to a maximum of \$500.00 with a 1:1 match required. Grantees will turn in receipts of payment to receive up to \$500.00 in reimbursement. You will be informed how much you have been awarded prior to any updates. **Funds may not be utilized for signage.**

Eligibility:

The Façade Improvement Grant Program is available to all commercial buildings located within the City of Hillsboro boundaries.

Ineligible Buildings:

Ineligible properties include, but are not limited to the following:

1. Buildings less than 20 years old (Some exceptions may apply)
2. Buildings outside City limits
3. Exclusively residential properties
4. Tax delinquent properties & tax-exempt properties
5. Properties with outstanding code violation orders (unless these are corrected as part of the project)



Design Requirements:

Building facades should reflect their appearance following their initial construction; however, it is recognized that some buildings may have a different period of architectural significance that supersedes the original construction appearance. Ideal projects will retain or repair original features and use historic materials. For example, repairing a building's original wood siding and masonry would receive grant funds, but covering or replacing these historic materials with new vinyl siding would not qualify.

Eligible Projects:

Street facing facades are the priority of the program

1. Awnings/Canopies
2. Window Replacement/Repair
3. Materials (Construction)
4. Masonry Work
5. Architectural Detail Replacement/Repair
6. Permanent Exterior Lighting
7. Landscaping (Must include other significant improvements)
8. Painting/Staining (Must include other significant improvements)
9. Removal of Non-Historic/Non-Original Elements
10. Roof Replacement/ Repair

*Other eligible projects: Projects that are not listed above may be considered on a case-by-case if they extend the life of the building.

*Funds will only be provided for projects that are approved **prior** to any work and conform to all City of Hillsboro and WI zoning, permitting, and licensing requirements.*

Ineligible Projects:

1. Simple repainting/ staining
2. Signs
3. Construction of New Buildings
4. Purchase of Property
5. Equipment
6. Demolition
7. Routine Building Maintenance and Repair
8. Work done before the approval of an application

*This list is not all inclusive- speak with the grant administrator prior to applying to check to see if your project is eligible.



Approval Process:

1. An official application containing all requested information must be submitted by the property owner/applicant to the City Administrator.
2. Staff will review the application and meet with the owner/applicant to discuss the concept design for the project and the process and program agreements for obtaining grant fund approval.
3. The application and its supporting materials will go through appropriate City of Hillsboro approval process. It is encouraged that all involved parties attend the necessary meetings involved in the approval process to improve the prospect of receiving grant funds.
4. Upon grant funding approval, the business/property owner must obtain a building permit from the City of Hillsboro before the start of construction.
5. All project construction must be completed within one year of obtaining a building permit to receive grant funds.
6. Once construction is completed, owner/applicant must provide any necessary final documentation (detailed costs, receipts, pictures, etc.) requested by the City of Hillsboro staff.
7. All approved grant funds will be distributed within six (6) weeks of receiving final documentation



Facade Improvement Grant Program Application

Applicant/ Business Owner Name: _____

Applicant Address: _____

City: _____ State: _____ ZIP: _____

E-Mail: _____ Phone: _____

Business/ Property Address: _____

Name of Business: _____

Provide a Brief Description of the Business: _____

Legal Entity of Applicant: Sole Proprietorship Partnership Corporation LLC

Other: _____ ***If the Applicant is NOT the Property Owner***

Property Owner Name: _____

Owner Address: _____

City: _____ State: _____ ZIP: _____

E-Mail: _____ Phone: _____



Proposed Project Cost Estimates:

List the contractors who will be doing the work and a breakdown of the cost estimates for each of the major components of this project. If applicant will be performing the work, attach a supplier's estimate for materials to demonstrate the estimated cost for each component:

Item	Contractor	Estimated Cost
Awnings/Canopies		
Window Replacement		
Materials (Construction)		
Masonry Work		
Electrical		
Exterior Lighting		
Landscaping		
Painting/Staining		
Removal of Non-Historic/Non-Original Elements		
Roof Replacement/Repair		
Other (specify)		
Other (specify)		
Other (specify)		

Total Estimated Cost:
Grant Amount Requested:

Proposed Starting Date: ____/____/____ Proposed Completion Date: ____/____/____



Additional Submittal Requirements:

The following check list of materials must be provided along with the application form

- _____ Recent pictures showing the current building conditions.
- _____ Historic photographs and information (if available).
- _____ Description of proposed improvements.
- _____ Scale elevation drawings detailing alterations, colors, materials, architectural additions, and/or other improvements being proposed.
- _____ Contractor cost estimates and contact information.
- _____ If the project is being pursued by a tenant, written approval from the property owner and evidence of a lease must be provided. The property owner must also sign this application.

I have read and understand the process and rules to receive the City of Hillsboro Façade Improvement Grant Program funds. I understand that failure to abide by the outlined process and rules will result in denial of funds. I understand that should the project be found not in compliance with the original application and proposal as submitted and approved, I may be denied issuance of the grant program funds. The undersigned applicant(s) affirms that the information submitted is accurate to the best of my knowledge. If selected to receive funding from the Façade Improvement Grant Program, I will follow all requirements and design guidelines provided by the City of Hillsboro.

Applicant

Signed: _____ Date: ____/____/____

Property Owner (if not the above)

Signed: _____ Date: ____/____/____