



City of Hillsboro and Community Development Authority Signage Grant

Purpose Statement:

The purpose of the Signage Grant is to assist a new or existing business located within the commercial (C1) district of the City of Hillsboro with the upgrade and renewal of exterior signage. The following requirements have been established by the City of Hillsboro and the Community Development Authority (CDA) for administrating the program. The CDA operates the program, including the approval process. The program is jointly funded by the CDA and City. The proposed project must be consistent with the City of Hillsboro Downtown Business Design Standards and applicable Building and Zoning Codes. The CDA has the authority to recommend specific design conditions for each project. All applicants of the program must meet the following criteria to be considered for the review process.

Eligibility Requirements:

- 1. Eligible Businesses:** Any new or existing commercial business located within the commercial district (C1) as defined by the Zoning Code.
- 2. Eligible Activities/Improvements:** Upgrade, repair, or replacement of exterior business signage, including installation.
- 3. Specific Requirements:**

The applicant must review the City of Hillsboro Building Code and Zoning Code prior to submitting a project plan for the program. All proposed façade improvements must adhere to the rules and regulations set forth in the Code of Ordinances. The applicant must also review the City of Hillsboro Downtown Business Design Standards prior to submitting a project plan for the program. All proposed façade improvements must conform to the specific standards detailed in the Downtown Business Design Standards Plan. No applications will be accepted without conforming to these specific requirements.
- 4. General Requirements:**
 - a.** The applicant must submit a project plan detailing the improvements to the building, which shall include:
 - i.** General business information, including ownership, years in business, years at location and any other related information.
 - ii.** Identification of building and sign location.
 - iii.** Detailed drawings and specifications of the proposed exterior signage.

- iv. Estimated cost of entire project. Attach cost proposal / estimate.
- b. The applicant must:
 - i. Apply for the appropriate building and sign permit(s).
 - ii. Await approval from City Plan Commission, City Council, Zoning Administrator and Building Inspector when required.

Review Process:

Approval of an incentive is not guaranteed even if all requirements are met by the applicant.

1. The City Administrator will act as the primary contact for businesses interested in applying for the program. Applicants must present all completed materials, in accordance with the Building Code, Zoning Code and the Downtown Business Design Standards, to the City Administrator for preliminary review.
2. The CDA shall review the applicant's submitted materials and make a decision regarding the project request, including requests for more information and award approvals. The CDA requires that the applicant be present at the meeting the project request is being reviewed.
3. Upon approval of the project, the approved amount will be released to the applicant upon projected start date of the project, unless otherwise provided.

Award Details:

The following details the grant that will be awarded to the applicant upon CDA approval:

1. **Grant:** The applicant requests and the CDA agrees to provide up to a \$1,000.00 grant to assist in the payment of signage improvement expenses to the applicant. Eligible activities and improvement expenses are detailed above. In the event of any dispute between the parties as to whether an expense qualifies as a signage improvement expense to be paid or reimbursed, the determination of the CDA shall control.
2. **Required Match:** The applicant must provide a financial match of 50% for the proposed signage improvement activities to be eligible for a grant.
3. **Disbursement:** The grant funds shall be disbursed either to pay an invoice for the signage improvement expenses or to reimburse the business owner for paid expenses upon furnishing of a receipt. The grant recipient shall deliver all related invoices and receipts for the expenses to the CDA Treasurer, and a corresponding portion of the grant funds shall be disbursed either to the creditor issuing the invoice or the business owner if a paid receipt is provided. Payment will be made within five (5) business days.