



**Gowrie Downtown Façade Application**

**PROPERTY & PROJECT INFORMATION**

<p><b>Owner Information:</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>E-mail _____</p>	<p><b>Applicant Information:</b></p> <p>Name _____</p> <p>Address _____</p> <p>Phone _____</p> <p>E-mail _____</p>
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**Property Information:**  
 Property Address \_\_\_\_\_

**Design Professional's Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

**Project schedule:**  
 Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

**Total Project Construction Cost: \$** \_\_\_\_\_

Owner/applicant funding:	\$ _____	_____ %
Other grant funding:	\$ _____	_____ %
Façade loan request:	\$ _____	_____ %

Please list the other grants (along with the grant amount) anticipated to complete this project and if they have been awarded:

\_\_\_\_\_

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**Submittal Requirements:**

Use the checklist below to ensure your application is complete.

<input type="checkbox"/> Owner/Property information is completed	<input type="checkbox"/> Project scope is provided (see guidelines on page 7)
<input type="checkbox"/> Photograph(s) of existing façade is provided (color, digital format preferred)	<input type="checkbox"/> Three (3) project bids are provided.
<input type="checkbox"/> Written statement (guidelines provided on page 7)	<input type="checkbox"/> Application is signed
<input type="checkbox"/> Plans attached and provided electronically (see guidelines on page 7)	<input type="checkbox"/> Application fee paid (\$100, non-refundable fee)

The undersigned is/are the owner(s) of the described property on this application, located in the City of Gowrie, Iowa assuring that the information provided herein is true and correct and that I am requesting funding to complete a façade improvement program.

I agree to perform the work in a satisfactory and proper manner, as determined by the City that conforms to the approved application, project budget, project schedule and all City requirements.

Owner \_\_\_\_\_ Applicant \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

About the Program

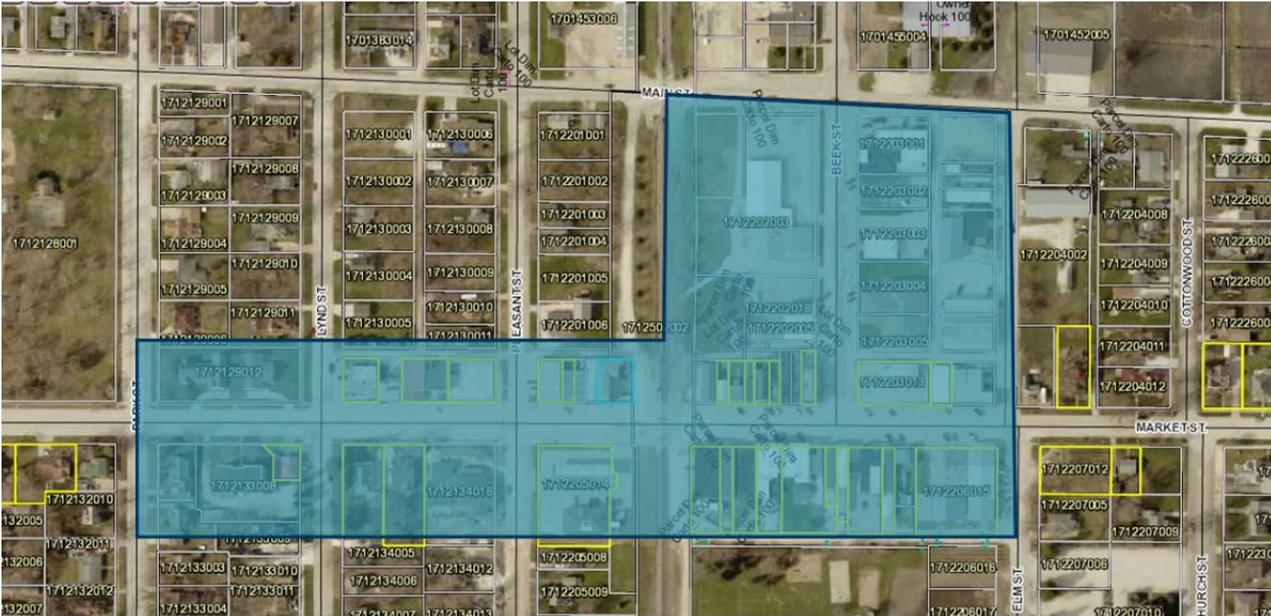
Mission

The program’s objective is to enhance and protect the visual appeal of downtown Gowrie. This program is intended to provide an incentive for improvements that will have an impact on the exterior aesthetic appearance of the building, its block and the entire downtown. Projects will be evaluated based on the program goals.

Financial assistance is available through a forgivable, matching loan program. The program will cover up to 50% of the cost to complete a façade improvement. The maximum amount of the loan is \$10,000 or a project with costs of \$20,000 or more and minimum loan of \$5,000 or a project cost of at least \$10,000.

Who is Eligible?

Owners and/or tenants in the defined area as “downtown”. The downtown is defined as Market Street from Elm to Park and Beek from Market to Main. Tenants must have the concurrence of the owner, as documented through the signature line on the application due to a forgivable lien recorded on the property.



Who is not eligible?

Municipal, public and non-profit organizations will not be eligible for the program.

What is eligible?

Improvements implementing the criteria of the Downtown Guidelines of Gowrie, Iowa. Single improvements will not be funded. A project must include more than one of the following activities on the façade:

- Masonry repair
- Cleaning (exterior only)
- Painting (exterior only)

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- Repair/replacement of cornices, entrances, doors, windows, decorative detail, awnings and signs
- Electrical (specific to design, lighting and/or signage on the storefront, not for property in general)
- Gutters
- Other similar repairs
- Architect’s services or similarly qualified professional renderings are required upon application. Owners/tenants who have previous renderings from RDG will be accepted, unless new elements are added to the project.

**Terms**

- The loan must be matched with private funding equally (50 – 50% cost share private to public loan funds).
- Projects are to be completed within one year, unless it is an approved phased project.
- Recipients will provide the Gowrie Development Commission with a bi-annual update of progress and final report.
- Costs may be reimbursed at two points during the project: six months and at project completion.
- Reimbursement requests must include a copy of all project-related invoices, a copy of corresponding cleared checks, and a cover sheet summarizing said financial documentation.
- Final payment will be issued upon a determination that the project has satisfactorily completed all components of the approved phase (if applicable) of this façade improvement project (including improvements funded by this loan and by other sources) and approval by the City Building Inspector.
- The funds shall not be spent on any other purpose(s) than the activities approved in the application.
- An owner and/or tenant’s contribution in the form of labor, as opposed to financial equity is not reimbursable, i.e. sweat equity.
- Recipients agree to ongoing visits by the Gowrie Development Commission, outside of required building inspections, to ensure compliance.
- The loan will be forgiven, over a five (5) year period after project completion, if it is deemed that the appropriate maintenance has occurred. The forgiveness rate is as follows:

<b>Year</b>	<b>Loan Amount Forgiven</b> <i>(based on original amount)</i>
1	20%
2	20%
3	20%
4	20%
5	20%

- During the loan period a lien will be placed upon the property. It will be removed provided the terms of this program are met five (5) years after the project is completed.
- If an approved project has not obtained a building permit within 6 months of the façade improvement approval, then the applicant must re-apply for funds.

**Application and Approval Process**

Item	Timeframe
Pre-application meeting with a member of the Gowrie Façade Committee.	Anytime
Owner/Tenant work with a design professional.	Anytime
Application submission.	Anytime
Program administrator reviews the application and determines if it is complete (if incomplete, applicant will be notified within specified timeframe).	Within 5 days of submittal.
Façade Committee member or members meet with applicant to discuss the project.	Within 14 days of complete application.
Committee reviews application.	Within 7 days of committee members meeting with the applicant, or when a quorum can be met.
<b>Approval:</b> Administrator and loan recipient finalize loan documents. Recipient obtains applicable permits from the City.	Within 6 months to finalize loan documentation.
<b>Denial:</b> Applicant may consider resubmitting, after addressing areas of concern (if applicable).	

The Greater Fort Dodge Growth Alliance within the contract between the Gowrie Development Commission, will administer the program in conjunction with the Gowrie Development Commission.

**WRITTEN STATEMENT**

A brief written statement is requested to provide background information and document the anticipated project. This narrative may reference drawings that show the intended changes and historical photographs (if legible). Please include the following:

- A description of the proposed project addressing how the proposal meets the *Downtown Design Guidelines*
- Brief description of the history of the building and the historic design of the front façade. (The information sought is the date built, a list of significant prior uses, and legible historical photographs of the building.)

**PROJECT SCOPE & COSTS**

A façade elevation and project cost prepared by an architect, engineer or other qualified design professional is required for any funding request. Ideally, three construction bids will be obtained for funding requests, if possible.

The project costs should include general categories such as those listed on page 3/4 as eligible improvements. It is recommended that a 10% construction contingency be included in all project cost estimates.

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If there are multiple storefronts involved in the project, the budget should be separated according to each storefront. (If the applicant believes this is not feasible, contact the City to discuss options.)

If the project will be phased, the project cost must be prepared according to the phasing guidelines.

### PLAN CHECKLIST

Each project must include a drawing illustrating the proposed end result. Please ensure your drawings meet the following guidelines.

- Façade elevation(s) is drawn to scale. (Items on the property are shown in relation to each other and the distance can easily be understood by measuring the plan.)
- Façade elevation(s) is drawn in black line on white paper. (So that the elevations can be copied and remain legible. Color plans are encouraged.)
- Plans are no larger than 11 x 17.
- All project improvements are shown.
- Electronic copy is provided in a PDF, JPEG, or TIF format.

### PHASING GUIDELINES

Phasing of projects is permitted. If a project is phased, a loan shall be offered only for those improvements that are done in correct sequence of construction. For example, a finished project may require installing or changing windows, in some cases siding is installed after windows are in place. In such cases the windows would need to be replaced before loan monies may be expended on siding materials.

### Progress Reports

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Six months into the project a progress report must be submitted to the City of Gowrie. A report is required regardless of a reimbursement request. Reports shall include:

- A brief written narrative of activities that have occurred.
- Photographs of the project status.
- Outline of the budget status including expenditures to date, percent of project budget spent, etc.
- Status estimate (percentage complete and estimated completion date).

A final report shall be submitted at project completion addressing the first two bullet points above.

# Downtown Design Guidelines

## Purpose

The Gowrie Downtown Design Guidelines have been established by the Gowrie Development Commission, downtown stakeholders and local residents to help preserve the character of the downtown area. The creation of the Guidelines aims to protect the value of the established structures and shape future development of the City of Gowrie's downtown.

## Color

Brick and stone elements should be kept unpainted and cleaned, unless previously painted.

### Recommended

- Colors that are historically appropriate and compatible with the building and surrounding structures.
- Strongly encouraged to submit paint samples with grant application

### Not Recommended

- Painting brick that has never been painted.
- Using more than two to three tones
- Primary colors should not be used on the entire building or storefront.
- Avoid bright hues, use more natural tones.

## Discouraged Materials

Metal – no more than 20% of the storefront should be metal.

Smooth Concrete Brick – for example cinder block

Glass Block

## Entries

### Recommended

- Maintain original entrance locations
- Maintain or restore the original openings
- Multiple storefront entries should look alike
- Identify, preserve and retain entrance features including doors
- No screen doors
- Doors should match the window package

### Not Recommended

- Removing or altering entrances in a way that diminishes the historic character of the building
- Cutting new entrances
- Replacement material that does not match surviving details or appropriate style
- Not properly maintaining materials
- Use of storm doors should be limited and when used should not limit the transparency of the facade and should match the historic style of the entrance

## **Windows**

### **Recommended**

- Preserve glass, sash, hardware and window surroundings
- When second story is not in use, curtains or blinds should be used instead of enclosing windows.
- Re-established closed windows
- Commercial grade
- Windows should fit the opening, i.e. no plywood framing
- Replace with similar or larger sized windows

### **Not Recommended**

- Glass block
- Boarding up or bricking in windows
- Glazing and replacement sashes that are not compatible with the historic window
- Adding shutters, which are not appropriate to the downtown
- Reflective and/or dark, tinted glass
- Partially enclosing an original window opening
- Removing historic materials such as wood, cast iron and bronze

## **Lighting**

### **Recommended**

- Should have details and materials compatible with character and style of the building.
- Lighting fixtures should be low profile and have minimal projection from building face.
- Light fixture hardware should be anchored into mortar, not masonry.
- Lighting should reflect down, minimizing ambient light to upper-story uses and preserving dark skies.
- Wiring and power lines should be concealed and not be visible.

### **Not Recommended**

- Florescent lighting
- Lighting that conceals any architectural feature
- Flood lighting of building façade

## **Awnings**

Awnings are not a required element; however, should conform to the following:

- Not retractable
- Structurally fixed
- Fully framed
- No back lighting
- Canvas is an acceptable material – fade resistant encouraged
- Match the shape and size of the opening (door or window)

## **Signage**

### **Recommended**

- Signage should be in scale with the building, proportioned to a building's horizontal and vertical elements
- Blade signs are encouraged but should comply with the City's ordinances.

### **Not Recommended**

- Signage that obscures architectural details
- Hardware of hanging signs should not damage wall surfaces and should be mounted into the mortar, not brick
- New roof signage
- Back-lit signs
- Moveable or portable signs other than sandwich boards
- Neon signs, unless it is existing sign that is historically significant in its own right
- Internally illuminated signage
- Signs with mirrors or other highly reflective surfaces
- Flashing