

# Historic Preservation Grant Application

Last Revised: 3/24/2025

## Section One: Contact Information

### **OWNER:**

Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

### **APPLICANT:** *Check if same as above* \_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

### **OWNERSHIP:** *(Please Check One)*

\_\_\_ Applicant is the owner of the subject property and is the signer of the application. Please provide documentation proving title.

\_\_\_ Applicant is the contract purchaser of the subject property, and has attached a copy of the contract, along with a signed notarized statement by the owner authorizing the project scope of work.

\_\_\_ Applicant is acting on behalf of the owner, and has attached a signed notarized statement by the owner authorizing the project scope of work.

## Section Two: Property Information

Subject Property Address: \_\_\_\_\_  
Date of Property Purchase: \_\_\_\_\_ Historic District/Landmark: \_\_\_\_\_  
Number of Dwelling Units (If above five, application is not eligible): \_\_\_\_\_  
Owner Occupied: \_\_\_ Yes or \_\_\_ No

## Section Three: Additional Documentation Requirements

1. Photographs of the house. Please include photos of all areas to be restored. Photos should be labeled.
2. Two detailed cost estimates per type of restoration work to be performed.
3. Please note estimates for non-owner-occupied homes must incorporate prevailing wage.
4. Proof of property ownership – i.e. property warranty deed, most recent property tax form, land contract registered with the respective county.
5. A detailed narrative that includes a description of the current condition and the work to be performed.  
The following work is ineligible: driveway repavement, new asphalt roofs, fencing, landscaping, painting aluminum siding, non-original decks, k-style gutters, aluminum storm windows and doors, and additions.

## Section Four: Future Steps/Process

The grant applications will be ranked based upon project scope with the highest rated projects being recommended to the City Council by the Preservation Commission for approval. Following approval, a meeting with staff is required to review the project agreement and the grant process. Below is a list of additional items that may also be required as part of the review process:

- Historic Certificate of Appropriateness (HCOA) Application (*required for all projects*)
- Building Permit Application
- Scaled drawings of the proposed project
- Specifications and/or product information for materials to be used
- Material and/or color samples
- W-9 form upon approval of the grant

### Detailed Narrative

