

# **City of Potterville**

## **Tax Increment Finance Authority**

### **Improvement Program Guidelines**

#### **Purpose:**

The City of Potterville Tax Increment Finance Authority was established to:

- Promote economic variability and community revitalization by providing an incentive to business and property owners to make exterior building improvements, including signage, that are complimentary to the overall historic nature of the TIFA district.
- Encourage business and property owners to utilize professional design and planning assistance when undertaking a façade improvement project.

#### **Eligible Applicants:**

- Property owners or leaseholders of commercial or mix-used properties located within the TIFA district.
- Leaseholders must have the written permission of the property owner to apply for the program funding.

#### **Eligible Properties:**

- Properties must be located within the City of Potterville TIFA district.
- Tax-exempt properties may or may/not be program eligible.
- All property taxes, City services accounts, and assessments must be current at the time of approval of funding.
- A property (or contiguous properties owned or leased by the same individual or business) may apply and receive grant funds each fiscal year (12-month period).

#### **Program Funding:**

The City of Potterville will allocate funds each fiscal year for the Improvement Program.

- Façade Repair/Rehabilitation projects – a reimbursement of 50% eligible expenses is available per property.
- Other projects such as exterior paint, signage, etc. may be reimbursed up to 75% of eligible expenses per property.
- There are no set minimum projects that will be awarded funding each year.
- The fiscal year begins July 1.

#### **Application and Funding Award Process:**

Interested applicants must submit their application and supporting document to the City of Potterville Economic Development (City Hall) office 30 days before each request for consideration of approval at the regularly scheduled meetings of the TIFA Board. Approved applications will be allocated from the current fiscal year budget unless otherwise noted.

In addition to the completed application (Attachment A), the following information must be included:

- Zoning Referral/Application.
- Brief narrative explaining the scope of the project.
- Color photos or rendering s of the existing structure.
- Site/sketch/plot/scale drawings.
- Samples of the proposed improvements (pictures, etc.).
- Detailed cost estimate(s) from a licensed contractor or business.
- Proposed project timeline.

- Letter of permission from property owner stating their approval of the application for assistance and proposed improvements.

The TIFA Director will perform a preliminary review of all applications to ensure completeness. Incomplete applications will not be reviewed by the TIFA Board.

The TIFA Director will study the proposals and may request additional or clarifying information in support of any application. All recommendation regarding each proposal is presented to the TIFA Board who is solely responsible for the official approval or denial of any/all applications. The TIFA Board upon review may send the proposal back to the applicant with requests for modifications.

- Applicants will be notified in person or by phone, and in writing of their acceptance or rejection of the proposal.
- An Improvement Grant Agreement will be executed by the TIFA Board and the applicant for all approved applications.
- Upon executing of the Improvement Agreement, work on the project may commence but reimbursement will not be made until verification of work has been completed and all documentation submitted for reimbursement.
- Provide 30 days notice of request for reimbursement is required.
- The grant recipient must submit “paid in full” invoices and the corresponding cancelled checks for each contractor or supplier to whom they have made payment.
- The grant recipient must supply proof that the improvements have passed any local or state building code or safety requirements.
- Reimbursement will not be made for any improvements completed prior to TIFA approval.
- Reimbursement may be withheld for all or a portion of completed work if the applicant has deviated from the originally approved scope of work without authorization for change.

TIFA considers applicants who are seeking assistance because

- They are a newly established business.
- Their business has relocated to a different location within the district.
- They are the new owner of subject property.
- Require funds to repair exterior damage of a building not covered by insurance.
- Want to renovate

**General Requirements:**

- Any changes to the originally approved scope of work must be approved in writing by the TIFA Board prior to construction or installation.
- All work must be performed in accordance with all applicable local, state, and federal codes. This includes obtaining any necessary permits through the City of Potterville Code Enforcement/Zoning Office.
- Applicant is responsible for all construction management during the course of the project including relationships with contractors or suppliers.
- Applicant is responsible for ensuring that contractors performing work are properly insured and licensed.
- Code deficiencies or violations related to the work being performed in connection with the Improvement Program must be corrected as part of the façade renovation.

- It is the responsibility of the applicant to ensure compliance with the requirements of any state or federal historic tax credit program for which they may be seeking project funding.

**Eligible Improvement Activities:**

The TIFA reserves the right to determine the eligibility for all items in a project's scope of work. This determination shall be conclusive and final. Front, rear and side facades are all eligible for improvements. The façade features eligible to be improved with grant dollars include, but are not limited to, the following:

- Grant funded improvements must be permanent and fixed in type or nature.
- Woodwork and architectural metal repair, cleaning, restoration, painting, or replacement, including shutters.
- Masonry repairs, tuck pointing or low-pressure cleaning.
- Exterior painting
- Window and door repair, restoration, repainting, and replacement of windows and exterior doors.
- Cornice, parapet repair, restoration, or replacement.
- Awning repair, replacement, or installation of new awnings.
- Exterior lighting fixtures.
- Signage, particularly two-dimensional, exterior lighted perpendicular signs.
- Storefront exit or entrance improvements including compliance with ADA regulations.
- The cost of architectural, engineering, or professional fees.
- Energy efficiency improvements.
- Sidewalk, driveway, or parking areas.
- Furnishings, trade fixtures, display cases, counters, etc. fixed to the building.

**Ineligible Improvements/Activities:**

- Property acquisition, mortgage, land contract, or financing of loan fees
- Building, sign, and./or construction permit fees
- Appraiser, attorney, or account fees
- Wages paid to the applicant or applicant's relatives for work associated with the improvement project.

The City of Pottersville TIFA has the authority and may, at its discretion exceed any of the guidelines it has established and disregard any of the restrictions it has imposed in any case where the TIFA board determines that the program purpose will be best served by doing so. Any such action or change to the guidelines must be approved by vote of the City of Pottersville TIFA Board.

# TIFA Improvement Program Application

## Application Information:

Name	
Mailing Address	
Phone Number	
E-Mail Address	
Business Name	
Project Address	
Property Owner Name	
Description of Proposed Improvements: (including design and/or architectural elements to be used)	

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(Attach additional pages as necessary).

Estimated Total cost of Proposed Improvements: \_\_\_\_\_

## Agreement and Signature

By submitting this application, I (we):

- Affirm that the information provided herein is true and accurate to the best of my (our) knowledge and
- Acknowledge that I (we) have read and understood the terms and conditions of the City of Potterville TIFA Improvement Program.
- Understand that if my (our) application is approved that I (we) will be required to sign an Improvement Grant Agreement prior to commencement of work on proposed project.
- Allow any photos, renderings, or description of the work to be performed on said project to be used by the City of Potterville TIFA for promotional purposes.
- Understand that this application and all supporting documentation are subject to the Freedom of Information Act (FOIA).

Name (printed)	
Signature	
Date	
Name (printed)	
Signature	
Date	

Please attach the following items:

- 1) Brief narrative explaining the scope of the project
- 2) Color photos or renderings of the existing structure
- 3) Color photos or renderings showing the location of the proposed façade improvements
- 4) Samples of proposed paint colors/etc.
- 5) Detailed cost estimate/s from licensed contractor (s).
- 6) Proposed project timeline
- 7) Letter of permission from property owner stating their approval of the application for assistance and proposed improvements (if applicable).

