

# Downtown Yankton Façade Grant Program

Guidelines and Application



**For Information Contact:**

City of Yankton  
Community Development Department  
PO BOX 176  
416 Walnut Street  
605.668.5251

[www.cityofyankton.org](http://www.cityofyankton.org)

## **Downtown Yankton Façade Grant Program**

The policies and procedures outlined in this document provide a framework within which the Downtown Yankton Façade Grant Program will operate. The program is designed to provide maximum opportunities for development while enhancing the aesthetic appeal of buildings in the core of the city by providing resources to assist in revitalizing the appearance of significant buildings.

The policies should remain flexible enough to enable the program to meet the current and future needs of entities located within the boundaries specified by the program.

### **1) PROGRAM GOALS**

The goal of the program is to stimulate private investment in downtown Yankton and improve the economic vibrancy of the area through fostering an attractive environment and preserving the architectural features of the downtown properties. To accomplish program goals, grant funds will be made available to eligible property owners and/or tenants of commercial buildings located within the targeted area for the purpose of upgrading the appearance of the publicly visible exterior of their structures. Private matching funds are a requirement under the program.

### **2) ELIGIBILITY REQUIREMENTS**

Owners and tenants of existing commercial property excluding single family residences located in an area south of 4<sup>th</sup> Street between Linn Street and Burleigh Street are eligible to apply for assistance.

- a. Tenants of commercial property must be able to provide documentation of the property owner's consent of the improvements at the time of application. Written consent may either be in the form of a lease indicating the lessee's responsibility for property renovations and repair or documentation of the property owner's agreement to the proposed improvements.
- b. Applicants must provide a match of at least 50% of total project.

### **3) USE OF GRANT FUNDS**

Economic impact, historic preservation, neighborhood revitalization, proposed use, aesthetics, and strength of proposal are factors that may affect the selection of projects. Preference will be given to historic preservation and restoration projects. The City may add additional provisions as part of any award offer.

Proceeds from the program may be used for any of the following purposes, but are not necessarily limited to:

- a. Façade painting (excluding painting of soft or unfired brick facades)
- b. Exterior wall cleaning and/or restoration including the repointing/tuck-pointing of brick facades
- c. Repair, replacement, or preservation of significant façade details
- d. Addition of architectural details or façade elements consistent with the aesthetics of the downtown area

- e. Repair, add, or replacement of cornices consistent with the aesthetics of the downtown area
- f. Repair, add, or replacement of awnings consistent with the aesthetics of the downtown area
- g. Repair, add, or replace windows and/or window treatments
- h. Repair, add, or replace doors
- i. Repair, add, or replace signage (must not be the primary project component)
- j. Façade and display window lighting
- k. Removal of false fronts, panels, and other incompatible exterior finishes and materials
- l. Removal of old signs, awnings, and other exterior clutter
- m. Building accessibility and public access improvements
- n. Architectural and engineering design services
- o. Building permits and fees

All improvements must conform to the applicable building and other codes and any appropriate notice be given to the South Dakota Historic Preservation Office. All required building, sign, or other permits must be secured by the applicant.

#### **4) FINANCING POLICIES**

- a. The maximum grant amount of any one single project is \$15,000 or 50% of the project cost – whichever is less, per tenant or property owner per year.
- b. Priority will be given to funding the largest number of projects; however, the program will consider a smaller number of projects if the overall impact of the project(s) is/are significant to the overall development of the downtown area.
- c. Only work begun after approval will be eligible for funding.

#### **5) APPLICATION AND REVIEW PROCESS**

The application form for the program is included in this packet. Additional paper copies or electronic copies can be obtained by contacting the City of Yankton Community Development Department.

- a. Applicants will submit a completed application and all supporting documents directly to the Community Development Department. Electronic submissions are permitted.
- b. A drawing, photograph, or illustration (need not be an architectural rendering) must be submitted with the application.
- c. A preliminary budget must be submitted with the application.
- d. The applicant must meet the eligibility requirements of the program.
- e. The application will be reviewed by a committee composed of: a downtown business owner, a representative of the Yankton County Historical Society, a City Commissioner, a Planning Commissioner, the City Manager, and a staff member from the Community Development Department.
- f. The committee shall review the application for completeness and shall notify the applicant what further or additional information is required from the applicant, if any.
- g. Following the committee's review, a funding recommendation will be made to the City Commission for consideration.

- h. Application are due in the Community Development Office by 5:00 p.m. April 1<sup>st</sup>. Additional applications will be considered on an ongoing basis as long as grant funds are available.

## **6) APPROVAL OF APPLICATION**

If a grant application is approved by the City Commission, the applicant shall commence work within 90 days after approval and complete the project within 180 days, unless a special schedule is approved.

## **7) PROGRAM CONDITIONS**

- a. Grant proceeds will be dispersed after all improvements are complete. Applicant must present proof (receipts) showing that all project costs have been paid in full and all contracts have executed waivers of mechanic's liens.
- b. Qualified and insured contractors with appropriate licenses (if applicable) must perform all structural or electrical work.
- c. Participants may be asked to display a sign provided by the City indicating that the renovation was partially funded by the program. The sign shall be placed on the premise and be viewable by the general public. The sign shall be posted from the date of the approval until the final disbursement of funds or until 30 days after the completion of the project.



# Downtown Yankton Façade Grant Program Application

Please type or print clearly. Please answer each question, if not applicable, mark NA or explain. If there is not enough room you may attach additional sheets.

|                                  |  |
|----------------------------------|--|
| Address of proposed project:     |  |
| Amount of grant funds requested: |  |

## SECTION I. APPLICANT INFORMATION

|                      |  |
|----------------------|--|
| Name of Applicant:   |  |
| Business Name:       |  |
| Mailing Address:     |  |
| City/State/Zip code: |  |
| Telephone:           |  |
| Email address:       |  |

If the applicant is not the property/building owner please provide owner contact information below otherwise mark NA

|                      |  |
|----------------------|--|
| Property owner:      |  |
| Owner Name:          |  |
| Owner Address:       |  |
| Owner Telephone:     |  |
| Owner Email Address: |  |

Primary Business Activity:

|  |
|--|
|  |
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## SECTION 2. PURPOSE OF THE GRANT

Please briefly describe proposed work to the exterior of the building:

|  |
|--|
|  |
|--|

Estimated Project Timeline:

|               |  |                 |  |
|---------------|--|-----------------|--|
| Starting Date |  | Completion Date |  |
|---------------|--|-----------------|--|

### **SECTION 3. PROPOSED BUDGET (please attach detailed budget)**

Attach a budget summary for all major costs associated with the project

### **SECTION 4. ILLUSTRATIONS (please attach)**

Attach drawings, photographs, or illustrations of the proposed project (drawings need not be architectural renderings)

### **SECTION 5. CERTIFICATION**

All information contained above and attached are true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud City of Yankton.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

### **APPLICATION CHECKLIST**

Have you completed all of application questions?

Did you sign your application?

Have you included:

Budget Summary

Drawing or illustration of the project

Other supporting documentation

**Submit completed application to: City of Yankton  
Community Development Department  
PO BOX 176  
416 Walnut Street  
Yankton, SD 57078**

**Please call 605-668-5251 for information on how to submit an electronic application.**

**Application are due in the Community Development Office by 5:00 p.m. April 1st.**