

Ripley DEVCO Design Grant Program Guidelines

Grant Description: The Design Grant is a reimbursement for preapproved work on the exterior of a building in view of the public in the CRZ; however buildings that received DEVCO funded façade improvements are not eligible. The work must have been pre-approved by Ripley DEVCO Design Grant Program. Preferences will be given to retail businesses.

Who can apply: Applications are taken on a building by building basis. One owner can apply for multiple buildings. However, Ripley DEVCO Design Grant Program reserves the right to award grants to a broad application base rather than one single owner.

Maximum Grant Amount: \$1,000 each maximum for each grant application that is reviewed by the Ripley DEVCO Design Grant Program and approved by the Ripley DEVCO Design Grant Program Board of Directors.

Match: The fund is a 50%/50% matching grant, requiring 50% of the project cost shall be paid by the applicant and 50% of the project cost shall be paid by Ripley DEVCO up to \$1,000 in matching grants by Ripley DEVCO.

Time:

- Only work in progress or begun after January 1, 2011 is eligible.
- Work must be completed before grant match is paid, and
- Work must be completed within six months of approval of grant application.
- Failure to complete the work within six months of approval will be reviewed by the Ripley DEVCO Design Committee on a case-by-case basis and appropriate action will be taken.

Applicable Design Work:

- Facade (front, side and/or rear) renovation in view of public only (i.e. awning removal, awning replacement, brick cleaning, window repair or replacement, exterior paint (if already painted), new signage, storefront renovations, replacing architectural elements once found on the building, etc.)
- New construction & repairs and demolition, at the discretion of the Ripley DEVCO Design Committee.
- Work to be performed and all materials must meet the Ripley Zoning District Design Guidelines.
- Special consulting fees associated with the historic preservation of a building as a part of a renovation or new construction project.
- A separate 50/50 match award may be made for conforming new signage. (One per storefront)

Non-Applicable Work:

- Acquisition of property
- Interior rehabilitation
- Provision of working capital
- Financing inventory
- Refinancing of an existing loan

Application and Approval Procedure:

- Contact the DEVCO Director at (731) 635-0008, and request a Design Grant Application. Ripley DEVCO will work with you to complete an application for improvements that will also be approved by the Ripley Zoning Commission. Please note that Ripley DEVCO, as the awarding agency, may request additional items be included in the plan to ensure enhancements are in line with the mission of Ripley DEVCO.
- Contact the City Hall and request an application form for a Certificate of Appropriateness. Complete the application form and return. Ripley DEVCO will work together to be sure the application meets the guidelines of the Zoning Commission. If necessary, a review of the Zoning Commission will be ordered. A building permit will be issued once the application has been approved.
- The completed Design Grant application will be sent and reviewed by the Ripley DEVCO Design Committee.
- After receiving Design Committee approval, the Design Committee will seek approval by the Ripley DEVCO Board of Directors.

Special Conditions:

- The applicant must submit a "design plan", including drawings/sketches, detailing the substance of the proposed project, as well as an estimated budget and a timetable for completion.
- Please also submit the type of paint used, window examples, awning fabrics and proposed placement, architectural details.
- Any proposed deviations from the approved "design plan" MUST be presented to the Design Committee for the reimbursement grant funds to apply to the project.
- Once work has been completed, the applicant must submit copies of all receipts in the amount of the project that add up to projected cost in the grant application.
- Example: \$2,000 or more in receipts for approved work on the building will allow a reimbursement check not to exceed \$1,000.00.
- Reimbursement checks are normally issued within two weeks of the receipts received.

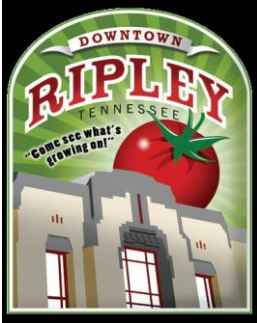
For more information, contact:

Perry Williams

Executive Director

Ripley Downtown Development Corporation

P.O. Box 269, Ripley, TN 38063



**Ripley DEVCO
Design Grant Program
Application Form**

P.O. Box 269 Ripley, TN 38063 (731) 635-0008

Section A: Applicant(s)

1. Name:

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

2. Relationship of Applicant to Property:

Owner: _____ Administrator: _____ *Renter: _____

*If renter, the owner must provide written consent and sign required documents.

3. Property Owner: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Section B: Data On Existing Structure

Photographs of the existing façade must be submitted with this application. Photographs must be in color and must clearly show details. Photographs must include all areas of the façade, whether back, sides or front that will be modified in any way.

All applicants for the Design grant Program must include a sketch or drawing of the proposed work to be undertaken on the exterior of the building.

Street address of property: _____

Property presently occupied: _____

by: Intended use after improvement: _____

Square footage of building: _____

Section C: Description Of Work To Be Completed

Architectural details and ornamentation represent important elements of the architecture of Ripley and are important components of the overall character of the CRZ. The distinctiveness of older buildings is directly associated with these details.

Since unsympathetic changes can destroy the individual character of a building, as well as the balance of the overall streetscape, significant building details should not be lost in rehabilitation of existing buildings. Remodeling efforts should respect and capitalize on the architectural integrity of the structure.

Please provide a short, but detailed, narrative on the work to be done, along with the name of the contractor, his/her address and business telephone number, plus the estimated cost of each improvement per contractor. (Use attached sheets explaining each of the below areas.)

1. Exterior Walls
2. Signs
3. Awnings
4. Windows
5. Detailing
6. Doors
7. Paintwork
8. Materials to be used
9. Any other changes intended
10. Historic Preservation Consulting/Engineering/Architectural
11. What is the total estimated cost of the project? _____

If applicable, please provide the name(s) of your architect(s): _____

When will the project be started? _____

When will the project be completed? _____

Section D: Applicant's Agreement

Design Grant Application Form

I, the applicant, agree to comply with the judgment of the Ripley DEVCO Design Committee regarding the design of my property. I understand that this Grant is a reimbursement grant after work has been completed according to the above description. Ripley DEVCO Design Committee will withhold reimbursement funds unless the actual design of the property in question matches the design submitted in this application. Any changes to the description of work that may become necessary will need to be approved by the Ripley DEVCO Design Committee and added to this Grant Application as an approved modification before reimbursement will be made.

Signature of Applicant

Applicant's Printed Name

Signature of Design Committee Chair

Design Committee Chair Printed Name