

## CULVER URBAN RENEWAL DISTRICT GRANT APPLICATION

The Culver Urban Renewal District (“CURD”) wants to be a partner in helping make your project successful. The Building Improvement Program provides up to \$40,000.00 of funding for exterior and interior rehabilitation projects that show significant aesthetic improvement to property in the Culver Urban Renewal District.

### IMPORTANT:

1. Read all Qualifying Requirements before submitting application.
2. Complete the section below and return pages 1-6 of the application.
3. Return IRS W-9 Form, Jefferson County Assessors report, and the State of Oregon Business Registry Report.
4. Complete the Checklist, located on page three (3), and return all applicable documents.

**Only *complete* applications will be considered. Work may *only* begin once an agreement with CURD is approved and recorded.**

### APPLICANT INFORMATION:

Printed Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Map and Tax Lot # \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

### PROPERTY OWNER (If different from Applicant)

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

## PROJECT INFORMATION

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

**Total Requested:** \$ \_\_\_\_\_

**Scope of Work:** Check those eligible work aspects that apply. **Attach three (3) bids** from licensed contractors.

	Estimated Cost
_____ Exterior painting and prep work	\$ _____
_____ Decorative exterior lighting	\$ _____
_____ Building transparency, e.g., adding more windows/window glass	\$ _____
_____ New signage	\$ _____
_____ Replace of false-drop ceilings	\$ _____
_____ Exposure of original building features, e.g., exposed brick, ceiling trusses, etc.	\$ _____
_____ Replacement of fluorescent light fixtures	\$ _____
_____ Addition of natural light to the space	\$ _____
_____ Removal of carpet	\$ _____
_____ Construction of additional ADA compliant bathrooms	\$ _____
_____ Parking lot and/or sidewalk improvements	\$ _____
_____ Other	\$ _____

## **CHECKLIST – ALL PROJECTS MUST PROVIDE**

- ☐ Bids for proposed work; attach three (3) bids from licensed contractors.
- ☐ W-9 form signed by property owner and/or business owner
- ☐ Consultation with City Planning staff c/p Kirk Fatland  
kfatland@tennesoneng.com
- ☐ Single-page copy from Jefferson County Assessors Report showing property ownership: <https://www.jeffco.net/>
- ☐ Current photo of building where improvements will occur
- ☐ Single-page copy from State of Oregon Business Registry Report:  
<https://sos.oregon.gov/Pages/index.aspx>
- ☐ Identify primary and accent colors and provide samples of colors chosen
- ☐ Submit written verification that design complies with City code
- ☐ Submit site plan and/or written verification from City Planning that site plan has been approved.

## **PROJECT DESCRIPTION**

Yes    No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Will infrastructure be installed in accordance with City standards?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Will the exterior be painted?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Will storefront window lighting be replaced so that it showcases window displays and makes them more visible.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are fluorescent light fixtures being replaced with a range of general light and spotlight.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Every building has interesting elements or unique materials that can be highlighted to make the structure engaging, eye catching, and inviting. Do you propose improvements that highlight unique building details?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Are there decorative exterior lighting fixtures that include but are not limited to sconce lighting, goose neck lighting, etc., proposed to help showcase and frame buildings, provide architectural features in and of themselves, and to create District ambiance? |

Yes	No	
___	___	7. Is window glass as transparent as possible, and that any window film allows for maximum visibility?
___	___	8. Are opaque skylights, transom windows, etc. proposed in one-story buildings to allow natural light to illuminate portions of the interior floor space?
___	___	9. Will any proposed outdoor art (murals, standalone installations, etc.) include lighting to illuminate the art during the evening.
___	___	10. Is there outdoor seating and gathering places visible from the adjacent street(s) proposed?
___	___	11. If applicable, are the large spaces being designed so they can be divisible down to sizes more likely to be absorbed by the local market (1,000 SF to 1,500 SF is optimal for retail)?
___	___	12. Are drop or false ceilings proposed to be removed to expose high ceilings.
___	___	13. Is internal demolition proposed?
___	___	14. Does the proposal include an addition to an existing structure?
___	___	15. Are the property owners and/or business owners City utility accounts in good standing.
___	___	16. Does the business owner possess a valid business license with the City?
		17. Please check the box next to the benefit(s) of the project:
___		Generate Tax Increment (increase property tax value)
___		Support development on underutilized and or vacant sites.
___		Catalyze additional development within the surrounding area of the project

18. Describe how the proposed work will address either or both of the following conditions:

i. Poor appearance of visible deterioration that discourages investment in surrounding properties.

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ii. Building vacancy or utilization due to inadequate, degraded or obsolete building systems.

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19. Explain how the proposed project will have a tenant mix which is grouping businesses around themes and/or with an eye toward what will create the most cross-pollination between businesses to in part create an area with active destination businesses.

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20. Explain how the proposed project will help attract new business that will fulfil the following unmet local and tourist needs: every day and professional services, food/dining, merchandise (sundries, gifts, clothing, etc.), entertainment.

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## PROPERTY OWNER AUTHORIZATION

I \_\_\_\_\_, hereby authorize the Culver Urban Renewal District and/or the City of Culver to enter into the Building Improvement Grant Program as specified in the accompanying Application, on my property located at

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which is within the Culver Urban Renewal District to inspect improvements to the property.

By signing this application, I agree to the following:

1. Culver Urban Renewal District and/or the City of Culver staff may enter onto the property and business aforementioned in this application for purposes of reviewing the application and determining if the project is being completed in a timely manner in accordance with the approved plans.
2. Applicant will hold harmless the Culver Urban Renewal District and/or the City of Culver in the event of property damage or physical injury as a result of working on the aforementioned project.
3. Applicant will be responsible to pay all vendors in full before receiving reimbursement.
4. Applicant has provided all required information and understands the qualifying requirements.
5. All information provided is true and complete to the best of my knowledge and belief.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different)

\_\_\_\_\_  
Date

## IMPORTANT INFORMATION TO KNOW

### *Qualifying Requirements*

1. Eligible properties are commercial, industrial, mixed-use, or live work buildings located within the Culver Urban Renewal District.
2. Property owner and/or business owner shall be in good standing with all City utility accounts, possess a valid business license, and be in compliance with all City regulations.
3. Funding will be provided to property owners to improve buildings to elevate the overall brand experience of downtown and create a framework for tenant success so that the resulting spaces, visual appearance, windows, doors, and layouts are designed to maximize commerce, exchange, and customer experience.
4. Eligible exterior work includes: Vibrant paint schemes that create visual interest in the district brand and identity; decorative exterior lighting; building transparency through adding more windows and/or window glass replacement; addition of outdoor seating area visible from the street; new signage; and parking or sidewalk improvements.
5. Eligible interior work includes: Replacement of false ceilings or low, hard ceiling lids to raise ceiling height; exposure of original building features, such as exposed brick, ceiling trusses, etc.; replacement of fluorescent light fixtures with a range of general light and spotlight; addition of natural light of the space, such as the restoration of transom windows or the addition of opaque skylights, particularly in deep spaces; removal of carpet; construction of additional ADA complaint bathrooms to better meet the needs of the business and its customers; structural improvements; seismic upgrades, code improvements; facilities improvements (HVAC, sprinkler, etc.); internal demolition (if square feet of usable space is not reduced); addition of units; and/or limited expansion of the building as long as expenses listed previously are considered with the rehabilitation and adaptive reuse of a building that increases the value of the building and/or improves the visual beauty and removes blight affecting the area of the proposed improvement.
6. Ineligible work includes: Routine building/property maintenance, landscape improvements (some exceptions may apply), building acquisition, inventory or other working capital, administrative costs or payments to borrower, new development, and all applicable permit fees.
7. The Culver Urban Renewal District will cover 90% of total project costs through grant assistance up to \$40,000.00.
8. All projects must comply with the Culver Development Code and be permitted appropriately through the Jefferson County Building Department.

9. All applications shall demonstrate compliance with applicable design standards, and shall be in the public interest, encourage greater marketability of the district, and complement the existing downtown area, where applicable.

10. All building improvements shall be designed, constructed, and maintained to complement and accept architectural features of the building. All paint colors, lighting, displays, etc., shall likewise compliment the overall character of the building.

11. Funds shall be allocated based on the following criteria and are subject to availability: visual prominence of the building and its location, aesthetic quality design proposal, historical and architectural significance of the building, potential impact on the attractiveness of the City storefronts the particular building, and the economic development of the Culver Urban Renewal District, and readiness to proceed.

### **Items Needed for Reimbursement**

\_\_\_\_\_ Obtain all necessary permits and licenses from City of Culver and Jefferson County.

\_\_\_\_\_ Contractors/vendors invoice (itemized description of work performed and materials used)

\_\_\_\_\_ Proof of payment to contractor/vendor (copy of check, bank statement, etc.)

\_\_\_\_\_ Pictures of progress made towards project or the completed project.

\_\_\_\_\_ Site inspection.