



City of Waldport

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WALDPORT URBAN RENEWAL #1 FAÇADE IMPROVEMENT LOAN PROGRAM APPLICATION

Property Address/Assessor's Parcel Number (APN): _____
Business Name (if applicable): _____

Applicant/Business Owner/Property Owner

Name: _____
Mailing Address _____
Phone: _____ Email: _____

Property Owner (if not Applicant/Business Owner)

Name: _____
Mailing Address _____
Phone: _____ Email: _____

Brief Description of Project (attach more pages and drawings if necessary)

Total Project Cost: _____ Amount of Loan Requested: _____

If Applicant is not the Property Owner, does applicant have:

Lease: _____ Yes _____ No Expires: _____
Other: _____

To be included with application

____ Authorization from Property Owner _____ Cost Estimate from Licensed Contractor
____ Evidence of Ownership _____ Reuse Plan/Preliminary Design Drawings
____ Plot Plan _____ Property Equity Information (to gauge feasibility)

Applicant understands that approval of this loan is separate from any building permits or land use entitlements, and/or granting of any changes in use. The Applicant and the Property Owner are required to coordinate with the City Planner and Public Works Department.

All improvements must be permitted if necessary and completed by licensed and insured contractors, excepting cosmetic improvements, such as painting, which may be done by Applicant.

If the Applicant is not the Property Owner, an acceptance of the Property Owner will be required by the City. Properties are subject to a lien or deed of trust. Please see attached guidelines and parameters for the Program, which were approved and adopted by the Urban Renewal Agency.

Certification by Applicant:

The Applicant certifies that all information in this application, and all information furnished in support of the Application, is true and complete to the best knowledge of the Applicant.

If the Applicant is not the Property Owner, or if the applicable business is a partnership, corporation, etc., other than an individual or sole proprietor, the Applicant certifies that he/she has the authority to sign and enter into an Agreement to perform the renovation work on the Property.

Applicant's Signature

Date

Property Owner Consent

Date

+++++
For City Use Only:

- Criteria: _____ Feasibility
 _____ Project Impact
 _____ Public Benefit
 _____ Development Code
 _____ Quality
 _____ Significance

Approved by: _____

Date

Loan/Promissory Note _____
Term _____

**WALDPORT URBAN RENEWAL AGENCY
FACADE IMPROVEMENT COMMERCIAL REHABILITATION LOAN PROGRAM**

1. Purpose. The purpose of the Facade Improvement Commercial Rehabilitation Loan Program (Program) is to provide financial assistance and encourage exterior site and facility improvements that enhance the character and aesthetics of the former Urban Renewal Area #1.

2. Eligible Establishments. For-profit or non-profit operating businesses (new or existing) seeking to locate or expand (with landlord/property owner's written consent), or property owners, with a lien on the property. If the property is vacant, the owner needs a reuse plan approved by City staff.

3. Funding. The Program is funded with revenues from the Urban Renewal District #1 funds. Applicants receiving funds will be required to provide a minimum of 50% of the total project costs of the improvements. Grants are limited to between \$1000 and \$5000, subject to eligibility and availability of funds. Larger amounts may be approved on a case-by-case basis, subject to Agency approval.

4. Eligible Improvements. The Program is intended as a public/private partnership designed as an incentive to encourage businesses to create an enhanced environment that complies with the City's Development Code guidelines. All applications must meet this overall standard.

The following are examples of the types of improvements eligible for funding:

- * Improvement to existing facades, including windows, doors, walls, roof, foundation, paint, awnings, signage, light fixtures, etc.;
- * Upgrades to bring existing buildings into compliance with current codes (correcting existing violations)
- * Off-site improvements that are a requirement of a city-approved development plan
- * Soft costs (professional fees, consultant studies, property reports, etc.) related to eligible uses (not to exceed 20% of the loan amount)

The following are examples of the types of improvements that are ineligible for funding:

- * Building and site maintenance costs.
- * Improvements to sewer or water main hookups.
- * Installation of fire alarms and fire suppression systems.
- * Painting that is not specifically associated with an eligible improvement project.

5. Project Evaluation. Projects seeking funding shall demonstrate a reasonable level of feasibility and impact on improving the economic viability of the downtown area. Applicants

and projects will be evaluated in the context of meeting criteria in the areas of feasibility, project impact, public benefit, meeting Development Code guidelines, quality, and significance.

6. Loan Terms and Application Process:

Term/Interest of Loan: Up to three years with zero percent interest, with recipient signing a Promissory Note. Loan subject to being callable (less any amounts paid) if work is not commenced within one year of loan funding, if the building remains vacant more than one year after loan funding, or if the property is sold during the term of the loan.

Use Provision: Properties are subject to recordation of a lien or deed of trust placed against the property for the duration of the loan, including provisions that uses and conditions of the property are adequately maintained.

Fees: No application fees.

Approval: Funds will be made available on a first come, first served basis. Applications will be considered and approved administratively, unless the applicant is requesting a loan amount greater than \$5000.

Appeal: Applicants may appeal a denial, if desired. The appeal will be forwarded to the Waldport Urban Renewal Agency for a final decision.