

CITY OF WATERVLIET
DOWNTOWN DEVELOPMENT AUTHORITY
SPRUCE UP PROGRAM GRANT APPLICATION

Amended and adopted September 6, 2007 Revised February 8, 2008 2nd Revision December 15, 2016
Adopted June 19, 2017

The City of Watervliet Downtown Development Authority (DDA) has limited grant funds available to assist in the rehabilitation of privately-owned residential and commercial properties within the Watervliet Downtown Development District. The grant funds are available to residential property owners, commercial property owners, and business lessees occupying commercial properties who wish to:

- improve and maintain building facades
- correct and repair rear entrances
- repair and maintain building roofs

Exclusions include:

- planting of trees, bushes, plants, or other landscaping
- custom hardware items of specialty design or décor which relate to a specific business
- business signage

The following guidelines have been adopted by the DDA to govern the administration of the Spruce Up Program (SUP) within the district:

APPLICATION INTAKE

Applications are accepted on a first-come, first-served basis.

ELIGIBLE BUILDINGS

Any residential or commercial building located within the Downtown Development District.

TYPE OF ASSISTANCE

The SUP Grant is in the form of a cash reimbursement of up to \$2,000.00, but not to exceed 50% of the cost of the approved project. The applicant is responsible for paying the entire project cost through his/her own resources before reimbursement.

CHANGE ORDERS

Any changes made to the approved project or an increase in the project cost shall be approved by the DDA-ARC before such change is effected. Approved changes resulting in an increase in the amount of the grant will be approved only if uncommitted funds are available. Approved changes resulting in a decrease in the project cost will reduce the SUP Grant proportionately.

THE PROCESS

1. The attached application has been adopted as the official CITY OF WATERVLIET DOWNTOWN DEVELOPMENT AUTHORITY SPRUCE UP PROGRAM GRANT APPLICATION FORM. Applicant must submit completed application and an up-to-date paid property tax receipt to Bob Becker, DDA Chairman. Applications may be dropped off at Watervliet City Hall, or call Mr. Becker at 269-325-1191.
2. Application will be reviewed by the DDA-Architectural Review Committee (ARC) and the City Building Inspector to ensure that the proposed project is compatible with the 1985 Downtown Development Plan which sought to require that rehabilitation of buildings be consistent with their original architecture to the extent possible.
3. Following approval of the proposed project, applicant shall obtain a valid building permit from the City Building Inspector before proceeding with the project.
4. Following completion of approved project, the applicant shall provide a receipt(s) showing the project was paid in full. An inspection of the completed project will be done at that time to ensure compliance with the SUP Grant guidelines and the City's building codes, ordinances, and zoning requirements.
5. Funds will be released to applicant upon approved final inspection.

PROJECT COMPLETION TIMEFRAME

Projects shall be completed during the budget year in which the project has been authorized. The budget year ends on June 30th. The DDA-ARC is authorized to extend the construction period for not to exceed ninety (90) days into the following budget year for a project that has commenced.

THE CITY OF WATERVLIET
DOWNTOWN DEVELOPMENT AUTHORITY
SPRUCE UP PROGRAM GRANT APPLICATION FORM

Name of applicant _____

Address of property to be improved _____ Watervliet, Mi 49098

Applicant is:

_____ Residential property owner

_____ Commercial property owner

_____ Business owner operating on leased premises

Description of proposed project: _____

Proposed Improvements

Estimated Cost

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The undersigned applies for a grant under the DDA Spruce Up Program (SUP) to assist in the rehabilitation of the residential or commercial property located at:

_____ Watervliet, MI 49098

SIGNATURE OF APPLICANT _____

Date _____

CONSENT OF PROPERTY OWNER
(if different than applicant)

As the legal owner of the property located at _____, Watervliet, MI 49098, I give consent to the applicant (business lessee of the above address) to make the proposed improvements/changes to this property upon approval of the SUP Grant.

Property Owner (please print full name) _____

Signature _____ Date _____

***** THIS SECTION TO BE COMPLETED BY THE WATERVLIET DDA *****

Initial findings by Watervliet DDA:

Projected cost \$ _____

Preliminary approved grant amount \$ _____

STEPS:

Initial grant approval _____ Date _____

Approval of budget _____ Date _____

Approval of change orders (if any) _____ Date _____

Final approval _____ Date _____

Grant disbursement amount: \$ _____ Paid on _____