

DOWNTOWN CLEARFIELD FAÇADE AND SITE IMPROVEMENT PROGRAM



APPLICATION PACKET

The Downtown Clearfield Façade and Site Improvement Program is designed to improve the overall appearance of Clearfield’s North Main Street corridor by providing an incentive for businesses to make investments that improve the visual appearance and condition of their property.

The Program may provide matching grants up to \$25,000 per property for façade and/or site improvements for those applicants who are selected based upon qualifications, funding, overall project impact to the City, as well as other factors. To qualify for consideration, the project must result in visible improvement / enhancement of the overall façade and/or site (e.g. not just sign replacement or minor repairs).

How does this work?

The Clearfield Community Development and Renewal Agency (CDRA) may provide a 1:1 match up to a maximum of \$25,000 for qualifying improvements to the façade and/or site. Matching funds must be from private investment – not from other governmental/public funds. A trust deed will be recorded on the property, allowing the CDRA to be reimbursed for the grant when the property sells. However, if the property is not sold within 10 years of the grant, the trust deed will be reconveyed.

What are the program boundaries?

Commercial properties with frontage on Main/State Street (SR-126) are eligible to be considered for participation in the program.

Who can apply for the grant?

Any owner or tenant of a commercial building within the program boundaries may apply (owner consent required).

IMPORTANT: Please check with the City before starting any demolition or construction work. Most projects will require building permits and Planning Commission approval.

What types of improvements are eligible?

Permanent exterior and site improvements on commercial properties eligible to be considered for funding under the program include, but are not limited to, the following:

- Landscaping
- Stormwater detention
- Building expansions/additions
- Storefront reconstruction
- Masonry repairs and tuck pointing
- Cornice repair
- Exterior painting and stucco
- Awnings and canopies
- Window and door replacement
- Permanent exterior signage
- Exterior lighting
- Repair/replacement of gutters and down spouts
- Visible roof repairs in conjunction with a façade improvement
- Façade building code items
- Parking
- ADA compliance
- Architectural, engineering or design fees

What items are not eligible?

Generally, the following items are not eligible:

- Non-visible roofing not in conjunction with a façade improvement
- Mechanical equipment enclosures (non-visible)
- Interior renovation
- Temporary, portable or non-permanent improvements
- Façades not visible from a public right-of-way
- Property acquisition
- Working capital
- Refinancing of existing debt
- Improvements in progress or completed prior to loan/grant approval

Other Important Details

Post-Performance Funding

Program funds may only be released after:

- The project is completed and inspected to ensure compliance with the approved scope and all codes adopted by Clearfield City.
- Documentation is provided verifying actual expenses.
- All other requirements have been satisfied.

Design Guidelines

All projects must comply with Clearfield's Design Standards (City Code Title 11 Chapter 18). All construction must comply with all building, fire, electrical, plumbing, zoning and subdivision codes. You may also be required to obtain approval from the Planning Commission. Contact the Community Development office at 801-525-2780 for more information.

Conditions of Default

All property taxes, utility bills, and assessments on the property must be current before the application will be processed and before funds may be released.

In addition, if you are awarded program funds, property taxes must be kept current while the deed is in place or penalties will apply, extending the repayment period by one year for each year of delinquency. Delinquent taxes shall have that same meaning as used by the Davis County Treasurer.

Deadline for Submittal of Completed Application:

December 30, 2016 at 5:00 PM

Application Process

How long does it take? Steps 1 through 5 depend on your own ability to get materials prepared and submitted. We're here to help.

Step 1: You've already completed it! Thanks for letting us know you're interested, picking up or downloading from the website an application, and giving us some basic info about your project.

Step 2: Meet with Spencer Brimley, Development Services Manager, to review your preliminary design. Mr. Brimley will help you identify any additional information needed and answer questions about city codes.

NOTE: Depending on the scope of work, you may need approval from the Planning Commission. The Development Services Manager will help you determine if this is necessary. ***Any approvals required by the Planning Commission (or administrative land use approvals) will be a separate process from this grant application.***

Step 3: Finalize your renovation plans, which must be clear and to scale. Consultation with a licensed architect or engineer is advised.

Step 4: Obtain at least two complete preliminary cost estimates from qualified licensed contractors, which cover the work to be accomplished.

Step 5: Get all of your paperwork in order and submit the completed packet to the Community Development Department along with an application fee of \$175. This non-refundable fee covers the City's administrative costs.

How long does it take? Steps 6 through 8 take 2-3 weeks, depending on the schedule of the CDRA Board of Directors.

Step 6: City staff will perform a review of your project to determine the impact of the improvement to the overall building, the impact on the neighborhood, consistency with the City's vision for Main Street, and compliance with zoning code and design guidelines.

Step 7: When you turn in your application, we'll set up a work group meeting with you so that staff can meet with you in person, become familiar with the project, and prepare to take your application forward to the CDRA Board. Consider this a helpful test run that can troubleshoot issues ahead of the decision by the CDRA Board. If there are any red flags, staff will provide feedback and an opportunity to revise the application.

Step 8: The application is then forwarded to the CDRA Board for an official decision. The decision will be at the discretion of the CDRA Board, who will gauge the impact of the project on the corridor based on criteria including, but not limited to, the following:

- Existing and/or proposed use of property (some uses will be preferred over others, at the Board's discretion).
- Level of private investment.
- Prominence of location.

NOTE: If land use approvals have not already been granted by the Planning Commission (if necessary), the Board's decision will be contingent upon such.

How long does it take? Once all approvals (grant, land use, and building permit) are in place, you will have 6 months to complete Step 9.

Step 9: Once you have the required land use approvals and building permits in place, you can begin the work. Please contact the Community Development Department to schedule inspections by the Building Official. The Building Official will make site visits and conduct inspections on a regular basis. Failure to meet adopted code requirements may disqualify you from the program.

How long does it take? Barring complications from incomplete paperwork or a disqualifying action, Steps 10 - 11 usually take about 2 weeks.

Step 10: Submit to the City proof of payment to all parties involved in the project, detailing the total cost of the project.

Step 11: Grant funds may only be disbursed after completion of the project and upon execution and recording of a trust deed in the amount of the grant.

How long does it take? Step 12 cannot be completed until 10 years after grant disbursement.

Step 12: If the property has not been sold after 10 years from the date of the grant disbursement, request reconveyance of the trust deed from the City.

Contact Information

City staff are ready to guide you through the application process. Contact us at:

Development Services Manager

Spencer Brimley

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Assistant City Manager

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