

**CITY OF OTTAWA**  
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[www.cityofottawa.org](http://www.cityofottawa.org)



**CITY OF OTTAWA DOWNTOWN FAÇADE GRANT APPLICATION**

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Business Name: \_\_\_\_\_ Location/Address: \_\_\_\_\_

Building Owner/Contact Person(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Phone/Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Proposed project drawings and estimate of costs **MUST** be included with this application.

Estimated Total Cost of Improvements: \_\_\_\_\_

Requested Amount of Grant: \_\_\_\_\_

The Façade Improvement Program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursement grants are provided to owners or tenants in recognition of positive impact that individual building improvements can have on overall appearance, quality and vitality of the downtown.



## ARTICLE IX. - FACADE IMPROVEMENT PROGRAM

### Sec. 22-400. - Establishment.

There is hereby created and established a facade improvement program for the City of Ottawa, Illinois.

(Ord. No. O35-2009, § 1, 4-21-2009)

### Sec. 22-400.1. - Purpose.

The facade improvement program is designed to promote the continued use and maintenance of commercial buildings in the downtown area by helping property owners and tenants rehabilitate and restore eligible structures. Reimbursements grants are provided to owners or tenants in recognition of positive impact that individual building improvements can have on overall appearance, quality, and vitality of the downtown.

(Ord. No. O35-2009, § 1, 4-21-2009)

### Sec. 22-400.2. - Funding of program.

The city will participate in funding for a facade improvement program for downtown structures by reimbursing the owner or tenant of the property for a portion of the cost. A limited amount of city funds will be available to match property owner's funds on a "first come, first served" basis.

(Ord. No. O35-2009, § 1, 4-21-2009)

### Sec. 22-400.3. - Eligibility.

To be eligible for the facade improvement program a building must be located within the commercial historic district and the downtown tax increment finance (TIF) district or canal tax increment finance (TIF) district. Construction of new buildings are not included in this program.

(Ord. No. O35-2009, § 1, 4-21-2009; Ord. No. O56-2012, § 1, 9-4-2012)

### Sec. 22-400.4. - City financial participation.

Costs will be shared for the facade improvement program on the following basis:

- (1) The city shall provide matching funds for up to 50 percent of the actual, eligible costs, not to exceed \$250.00 per lineal foot of the building front, \$125.00 per lineal foot for a building side and \$100.00 per lineal foot for a building rear.
- (2) A building front is defined as that portion of a building or structure elevation fronting a public street which contains the main entrance to the building.

- (3) A building side is defined as that portion of a corner building or structure elevation adjoining a different public street, but not including the building front. For this purpose a public street does not include alleys.
- (4) A building rear is defined as that portion of building or structure elevation with access to the public from a dedicated alley, courtyard and/or a public parking lot within the C-4 (central core business) zoning district. The entrance to be improved must provide public access to a restaurant, retail space, service or upstairs residential use.
- (5) Eligible project costs include the following; professional and consultant fees, facade cleaning, tuck pointing, painting, reconstruction, rehabilitation and restoration of the facade, exterior lighting, awnings/canopies, and signage.
- (6) Projects follow the City of Ottawa's Design Guidelines.
- (7) When work has been completed in compliance with the approved application, inspected and approved by the building official, the city shall pay its share of the cost to the owner or tenant based on the estimate approved on the application and upon receipt of the paid bill(s) of the contractor performing the work.

(Ord. No. O35-2009, § 1, 4-21-2009; Ord. No. O82-2009, § 1, 11-17-2009; Ord. No. O56-2012, § 2, 9-4-2012)

Sec. 22-400.5. - Reserved.

**Editor's note**— Ord. No. O56-2012, § 3, adopted Sept. 4, 2012, repealed § 22-400.5, which pertained to location and derived from Ord. No. O35-2009, § 1, 4-21-2009.

Sec. 22-400.6. - Application and review.

Property owners or business tenants (with approval of the property owner) shall submit an application. Submittal requirements are set forth on the application form. Upon receipt of the completed application, with all required attachments, the applicant shall present the aspects of the project to the design review committee (DRC). The DRC meets as needed. Once said project has been approved by the DRC, the application shall then be forwarded to the director of community development for authorization of funding.

The city retains the right to approve an entire request, to approve portions of the request, suggest and/or ask for changes/additions to a request before approving, or to deny any request or portion thereof.

(Ord. No. O35-2009, § 1, 4-21-2009)

Sec. 22-400.7. - Building permit and inspection.

A building permit shall be obtained from the city prior to construction, and all work shall be inspected by the building official.

(Ord. No. O35-2009, § 1, 4-21-2009)