

Eagle River Main Street Program
~ Building Improvement Grant Program ~

INTRODUCTION

The Building Improvement Grant Program has been established by Eagle River Revitalization Program (ERRP) and may be used alone or in conjunction with any other private financing. The Eagle River Revitalization Program can also provide free professional design assistance. This includes recommendations on appropriate facade renovations including paint, color, windows, awnings, masonry and drawings of proposed work.

PURPOSE/MISSION

- To improve the business climate in downtown Eagle River.
- To improve the façades and building conditions of existing businesses within the BID District.
- To enhance the quality of life in the Eagle River Area.
- To encourage the development and improvement of the buildings within the BID District.

BUILDING IMPROVEMENT PROGRAM

BID Property owners and businesses within the BID District are eligible for up to \$2,000.00 in matching grant funds for exterior facade improvements made to their building within the BID District. As a matching grant program, the ERRP will reimburse the property owner for up to 50% of the expense, up to a maximum of \$2,000 (\$2,000 grant funds matched by \$2,000 private funds). The ERRP reserves the right under this program to exceed the maximum grant amount of \$2,000 on a case-by-case basis. Grants may be awarded to eligible applicants by a committee review while funds are available. Applicants are eligible for only one grant award within a five (5) year time frame unless otherwise approved by ERRP.

ELIGIBLE APPLICANTS

The Business Improvement Grant Program is available to any Commercial BID property owner on property lying within the BID District. The program is also available to tenants of such buildings given the property owners written consent.

ELIGIBLE ACTIVITIES

- Exterior Façade improvements
- Awnings
- Exterior Lighting

PROCESS

1. Applications are distributed and collected by the ERRP on a first-come/first-serve basis.
2. Completed applications are reviewed by the ERRP Board who have complete discretion over the program.
3. ERRP will attempt to provide notification of approval/denial to the applicant within 30 (30) days of application. Note that the project must be approved prior to any of the work taking place.

4. Appropriate documentation, such as invoices, must be submitted to the ERRP for reimbursement upon completion of the project. Note that all projects must be completed within ninety (90) days of grant approval unless otherwise approved by the ERRP.

APPLICATIONS

1. Letter of Intent, addressed to the ERRP, which should briefly outline the scope, size, intention, timeline and objective of the project in question.
2. Completed Building Improvement Grant Program application form (attached)
3. Completed Release of Information Letter (attached)

DESIGN GUIDELINES

All applicants shall utilize the design standards set forth below as guidelines for designing improvements to buildings located in the BID District.

PURPOSE & INTENT

It is the general intent of the ERRP to renovate, preserve and maintain BID properties in the City of Eagle River in order to:

1. Encourage urban design excellence
2. Integrate urban design and preservation of Eagle River's heritage into the process of redevelopment.
3. Enhance the character of the Eagle River business community.
4. Improve the appearance of the downtown City properties.

APPLICABILITY

1. Context: The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
2. Building Design: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
3. Awnings: If provided, they should be designed as an integral component of the building façade.
4. Historic preservation: Preservation of unique historic or architectural landmarks is encouraged.
5. Note: All improvements, including awnings, and lighting, must comply with all zoning and building code requirements of the City of Eagle River.

Eagle River Revitalization Program
~ Building Improvement Grant Program – Application ~

Applications missing any materials will be returned for completion.

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Business/Property: _____

Property Address: _____

Property Use: _____

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary:

Total Project Cost: \$_____ Total Grant Request: \$_____

(50% of the Total, \$2,000 Maximum Grant)

Required attachments:

Letter of Intent, addressed to the ERRP, which should briefly outline the scope, size, intention, timeline and objective of the project in question.

Release of Information Letter (attached)

Current photo(s) of property

Project plan(s)

I fully understand how this plan relates to my building and the work I am proposing to do, and I will be in compliance with the design guidelines for the ERRP Building Improvement Grant Program and City Zoning regulations.

Example Paint color(s) or material sample(s), if applicable

Submit application form and attachments to:

Eagle River Revitalization Program
525 E. Maple Street
PO Box 2302
Eagle River, Wisconsin 54521

To be completed by ERRP staff only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Eagle River Revitalization Program
~ Building Improvement Grant Program - Release of Information Letter ~

Date: _____

To: Eagle River Revitalization Program
525 E. Maple Street
PO Box 2302
Eagle River, Wisconsin 54521
To Whom It May Concern:

I hereby authorize the Eagle River Revitalization Program to share all application materials with board members who may be reviewing my application. I acknowledge that information provided to the Eagle River Revitalization board may be released upon request in compliance with open record laws.

Signed,

Name (print): _____

Signature: _____

Date: