

# FAÇADE AND LANDSCAPING GRANT PROGRAM

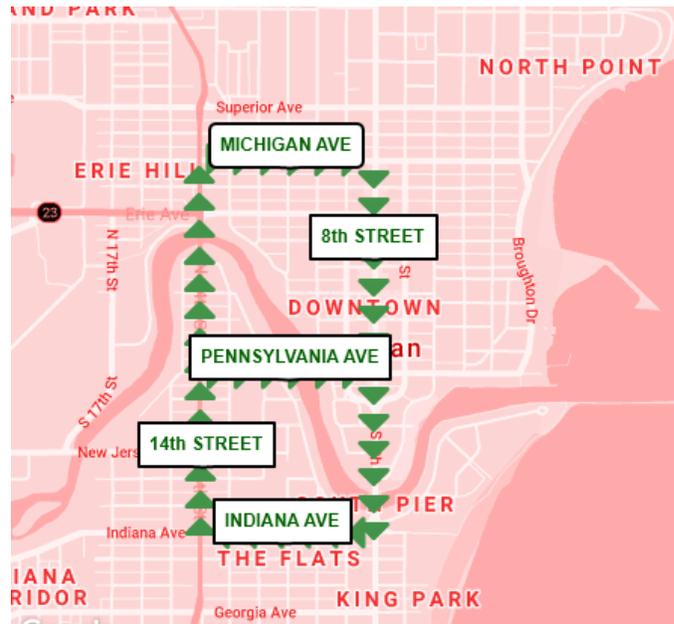


**PROGRAM PURPOSE:** The Façade and Landscaping Grant Program addresses property decline within targeted areas of the City of Sheboygan by providing property owners with funding for exterior and landscaping improvements.

The Façade and Landscaping Grant Program leverages City funding to offer grants of up to \$5,000 for projects that restore a building's appearance or serve to enhance or beautify the structure and/or property where visible from the public right-of-way.

**PROGRAM ELIGIBILITY:** Properties must meet the following conditions to qualify for the Façade and Landscaping Grant Program:

1. The property must be **located along one of the program's targeted corridors:** Michigan, Pennsylvania and Indiana Avenues and 8<sup>th</sup> and 14<sup>th</sup> Streets. Please see map below to ensure eligibility.



2. The property **owner must be the applicant** of record and must submit a completed application including supporting documentation.
3. The property **must be current on all taxes, loans, fines, or other obligations**, with no municipal liens and no adverse actions filed against the City of Sheboygan.
4. Unless they are to be addressed by the submitted project, the property must be **free of external code violations**.
5. All **necessary permits** must be obtained.
6. All **contractors must be licensed** by the City of Sheboygan.
7. Funding approval and an **executed grant agreement are required prior to work** commencing.

# FAÇADE AND LANDSCAPING GRANT PROGRAM



**PROJECT ELIGIBILITY:** The Façade and Landscaping Grant Program funds projects within the following parameters:

1. Assistance is limited to **one grant per property**.
2. The **maximum award is \$5,000**; project costs above the \$5,000 cap are the responsibility of the property owner.
3. Applicants must **obtain two (2) written estimates from licensed contractors** and submit these with the application, indicating the selected estimate and contractor.
4. Projects **must be approved** by the Housing Rehabilitation Committee.
5. Work must be **completed within nine (9) months** of approval.
6. Façade improvements must be **visible from the public right-of-way**.

**Eligible projects include, but are not limited to:**

- a. Decorative detail, porches, railings, steps, walkways, etc.
- b. Adding or replacing appropriate lighting or other design elements to enhance exterior character and/or where period appropriate materials are being used.
- c. Landscaping
- d. Painting
- e. Removing and/or repairing or replacing siding, awnings, gutters and downspouts
- f. Repairing, replacing or adding cornices, entrances, doors, windows

**The following projects are not eligible for the program:**

- g. Interior improvements
- h. Roofing
- i. Purchase of furnishings, equipment, or other personal property that does not become part of the real estate.

**TERMS OF FUNDING:**

Project funding is subject to the following guidelines:

1. Funds are awarded on a **first-come, first-served** basis.
2. If approved for funding, the property owner and selected contractor will enter into a contract. When work is completed, the **City will issue a two-party check** to compensate the contractor.
3. The City will place a **mortgage lien** on the property.
4. Applicants **must agree to retain ownership for a period of five years**. The property, and all grant-funded improvements, must be reasonably maintained during this five year period.
5. Following the program's five year compliance period, the City will issue a Satisfaction of Mortgage to be filed with Sheboygan County Register of Deeds. Should the property owner not file the satisfaction in a timely manner, requiring the City to re-issue the document, the property owner will be assessed a \$50 replacement fee. The cost of recording the title is the responsibility of the owner.

# FAÇADE AND LANDSCAPING GRANT PROGRAM



6. If the property changes ownership within the five year program period, the loan will enter repayment status. The **owner will be responsible for equity repayment** to the City of Sheboygan on a pro-rated basis as follows:

YEARS IN COMPLIANCE	REQUIRED REPAYMENT
First	100%
Second	80%
Third	60%
Fourth	40%
Fifth	20%
Sixth +	0%

**REQUIRED ATTACHMENT CHECKLIST:** To be considered complete and eligible for review, the application package must include the following:

- Completed and signed application form
- Proof of property ownership
- Declaration of Homeowner's Insurance
- Minimum of 2 written, qualified bids for all eligible work to be performed
- Current photographs of property showing areas subject to improvement
- Drawings depicting exterior site plan

If you have questions, please don't hesitate to get in touch. We're happy to help!

## **FAÇADE AND LANDSCAPING GRANT PROGRAM STAFF**

**Chad Pelishek**, *Director of Planning and Development*  
(920) 459-3383 [chad.pelishek@sheboyganwi.gov](mailto:chad.pelishek@sheboyganwi.gov)

**Abby Block**, *Grant Coordinator*  
(920) 459-3378 [abby.block@sheboyganwi.gov](mailto:abby.block@sheboyganwi.gov)

**City of Sheboygan**  
**Department of Planning and Development**  
**828 Center Avenue**  
**Suite 208**  
**Sheboygan, WI 53081**



# FAÇADE AND LANDSCAPING GRANT PROGRAM APPLICATION

Please complete application and return with the items listed on the page 3 checklist.

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ (select one)      Cell      Home      Work

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## PROPERTY INFORMATION

Address of property applying for (must be in the City of Sheboygan):  
\_\_\_\_\_

How many units are located at this address: (choose one)      1      2      3      4      5 +

Current estimated fair market value: (on most recent property tax bill) \$

Are property tax payments up to date? (choose one)      Yes      No

## PROJECT INFORMATION

Proposed Improvement(s): (check all that apply)

- Decorative detail, porches, railings, steps, walkways
- Adding or replacing appropriate lighting or other design elements
- Landscaping
- Painting
- Siding, shutters, gutters, downspouts or awnings
- Foundation work
- Repairing, replacing and/or adding cornices, entrances, doors, windows
- Other proposed façade improvements (please specify):

**Please describe the scope of the proposed project below (include a summary of the property's current condition, areas you wish to improve, how you propose to do so and any other project information you'd like to include.)**

By submitting this application and accompanying documentation to the Façade and Landscaping Grant Program, I understand that City of Sheboygan staff will review my application for eligibility. No work shall begin and funding is not guaranteed, until written approval is received. I understand that I must comply with all applicable City codes and permit requirements and that the project must be completed within nine (9) months from application approval. Grant funds will not be disbursed until the project is completed as designed. Supporting documentation found in the Required Attachment List must be included with the signed application in order to be considered complete and eligible for review. Applicant will be required to sign a project agreement upon funding approval.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Secondary Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_  
*(if applicable)*

**Please mail application to:**

City of Sheboygan  
Department of Planning and Development  
Attn: Abby Block  
828 Center Ave  
Suite 208  
Sheboygan, WI 53081

**or email to** [Abby.Block@sheboyganwi.gov](mailto:Abby.Block@sheboyganwi.gov)