



## Sign Grant Program

### Overview

This is a grant program to assist businesses replace or add signs in the downtown urban renewal district. The applicant pays one-half of the costs associated with approved signs. Maximum grant funding allowed is \$1,000.

### Program Requirements

- Business or property owner must possess a newly executed lease or a lease renewal for a minimum five-year term or provide evidence of ownership of property.
- Sign must comply with City sign requirements.
- Business must present copies of related contracts and paid invoices for reimbursement of approved expenditures.
- Maximum project reimbursement of \$1,000.

### Eligible Signs

- Signs that have been approved for size and design

### Ineligible Signs

- Modifications or removal of architectural and historic features
- Work already commenced or a building permit has been issued prior to the application

### Application and Review Process

- The applicant submits the application to the City Administrator who refers it to the Design Review Committee, which reviews the applicant's request and makes a final decision on the application.
- All work must begin within 180 days of approval and end no later than 365 days from the notice to proceed unless otherwise authorized.
- Upon satisfactory completion of the project, copies of all invoices, bids, affidavits and waivers of liens will be submitted to the City Clerk.
- If all of the requirements listed above are satisfied, the City will issue a check in the amount that is consistent with the program guidelines.
- Change orders will not be covered through the grant, unless the work was approved by the Downtown Design Committee.

### Information Required with Application

- Colored picture of sign with proposed sign dimensions.
- Estimates of the sign costs.

***The program procedures described above may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify the program requirements at any time at its discretion, with or without notice. Awards are subject to available funding.***

- Executed lease or lease renewal, for minimum term remaining of five years, or evidence of ownership of property.

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