



Commercial Façade Improvement Assistance Program Guidelines

The City of Whiting offers a Commercial Façade Improvement Assistance Program. Due to limited funding, facades are available only to commercial properties located in the Historic Preservation District.

Overview:

To spur façade enhancement within the Historic Preservation District, the City offers a dollar-for-dollar match for curbside appeal improvements to commercial property.

Funding is limited to a maximum match of \$7,500 per façade (typically 25 feet of frontage). Buildings with more than one exposed facade may qualify for \$7,500 per façade. No more than two facades may be considered.

Funding is contingent upon availability of dollars and projected impact. Priority will be given to those properties that have not been granted assistance in the past.

Unless authorized prior to May 5, 2021, these limits apply to the property owners of approved facades. Applications for funding beyond these limits will not be considered for approval within a 5 year period from the previous application.

Applications must include renderings of any envisioned changes to a building's façade that are consistent with guidelines set forth by the Historic Preservation Committee. Once an application is approved, all work must be done in accordance with submitted and approved design. The Commission reserves the right to deny reimbursement if the finished work and materials are different than the work and materials as proposed and approved.

Applications must include quotes from licensed contractors. If the applicant is a licensed contractor, his/her labor expenses will not be reimbursable but the applicant may seek reimbursement for material costs. Construction must begin within 60 days of approval or assistance is subject to revocation. The Commission reserves the right to deny or withhold a grant to any individual or business which has undisputed funds due for unpaid property tax, sales tax, licenses or fees, or court fines and costs.

Application Checklist:

- Assistance Guideline Acknowledgement
- Application for Assistance
- Completed Certificate of Appropriateness
 - To be forwarded to Historic Preservation Commission

___ Estimates, quotes and renderings of work to be performed

___ Written consent of property owner if applicant is not owner
Return these documents to the Mayor's Secretary either:

- a.) *in person* City Hall, 1443 119th Street
- b.) *by mail* P.O. Box 591, Whiting IN 46394

Should you have any question regarding this program, please contact Brian Lowry, Redevelopment Director, at redvelopment@whitingindiana.com

Exterior Improvement Assistance:

The façade improvement grant is intended to assist in the visual improvement of a façade, in keeping with the historic nature of the business district. Examples of this improvement include the replacement of awnings, windows, doors, lighting, etc. The grant is not intended to assist routine maintenance such as tuckpointing, gutter repair/replacement, roof repairs, etc.

Funding is not available for tax exempt/non-profit properties.

If an applicant is not the property owner, written consent of the owner regarding the proposed changes must be included with the application.

All applicants must have prior approval from the Historic Preservation Commission for proposed changes prior to consideration. Failure to comply with this process will result in a denial of the application.

Historic Preservation District Compliance:

The Historic Preservation District is determined by the following boundaries:

On 119th Street the district is bounded on the west by Atchison Ave. and on the east by Ohio Ave. and the Schrage Ave. alleyway. The north and south boundaries are the alleys north and south of 119th Street itself. Along Indianapolis Blvd. the district is bounded on the northwest by Atchison Ave. and on the southeast by Community Court on the east side of Indianapolis Blvd. and 120th Street on the west side of Indianapolis Blvd.



Historic Preservation District Guidelines:

Environment: Preserve and maintain original features such as parks, gardens, streetlights, fences, signs, benches, walkways, streets, and alleys. Building setbacks shall be retained. All new renovations to the district shall be compatible with the character of the district.

Commercial Buildings: Buildings are typically built to the front edge or “streetwall” of the property. This continuous zero setback should be maintained, especially at the ground floor. The height of additions or new buildings should relate and respect the height of neighboring properties. Existing or original facades should be preserved, if possible, or replicated to maintain the character of the building.

Storefronts: Storefronts are often changed many times throughout a building’s history. Where possible, storefronts shall maintain their original opening. New designs should emulate traditional elements of a storefront and be based on historical benchmarking and documentation. Multiple storefronts within the same building should attempt to be compatible in scale, alignment, color, and materials.

Wood Siding Elements: Prevent deterioration of wood materials by repairing, cleaning, painting, and routine maintenance as needed. If original architecture details and trim features are deteriorated beyond repair, they should be replaced with components of the same materials and design. When deterioration is too severe or extensive, replace all deteriorated wood with new wood of the same size, profile, and character of the historic wood or by piecing-in with wood or consolidating with approved epoxy products.

Vinyl and Aluminum Siding: Use vinyl and aluminum siding only when the original siding is so deteriorated or damaged that it cannot be repaired. If artificial siding must be used, it shall be the same size, profile and style as the original wood. Covering brick or masonry with artificial siding is never recommended.

Masonry: Retain original exterior building materials whenever possible. Cleaning tests should be performed to identify the least harmful cleaning process, starting with the mildest method first.

The pattern of the masonry joints in a building is usually important to the architectural character. Alterations in width, color, and texture of mortar joints can radically change the appearance of a historic building. New mortar should match the original in strength, color, texture, and detailing.

Painting and Paint Colors: Although paint colors are temporary, generally reversible and have usually changed many times throughout the history of the building, they are important in defining certain architectural styles and their elements. Repaint with colors commonly in use at the time the building was constructed. Generally the fewer number of colors, the more effective the results. Avoid harsh, highly, multi-colored schemes on buildings that originally were painted with restraint and simplicity. Avoid painting brick or stone masonry unless it has already been painted. Refer to approved color palette.

Roofs and Roofing: New roofing material should match as closely as possible to the scale, texture and color of the original roofing material. Avoid changing the essential character of the roof as viewed from the public right-of-way by adding architecture features, large, unsightly fixtures, or using roofing materials inappropriate to the style of building.

Windows and Doors: Windows and doors are important and should be retained if they are original; reflect the original design intent for the building; reflect period styles or building practices; reflect changes to the building from major events; and are of exceptional craftsmanship or design. If wood elements are deteriorated beyond repair, consider replacement by patching or piecing-in with wood or consolidating with approved epoxy products. Most wood windows can be repaired and fitted with energy-saving storm windows at a lesser cost than removing existing windows and buying and installing new. New openings should be compatible in size, shape, scale, to the wall and overall building.

Signage: The purpose for sign guidelines is to encourage, protect and preserve the historic, architectural and cultural amenities that prevail in the Historic District. The guidelines listed below are structured to address the majority of needs. It is imperative that each case is reviewed on its merit through the Certificate of Appropriateness process.

- The design of signs within the Historic District must be approached with care. A sign must be designed for careful integration with the architectural features and its proportions must relate to the fenestration and detailing of the building.
- All illumination shall be shielded and directed solely at the sign and be steady, stationary and of reasonable intensity.
- Back-lighting of signs will not be permitted for new signs. No neon signs are allowed on the exterior of building.
- Wall signs for first floor establishment shall have an aggregate square footage not exceeding (2.5) square feet for each linear of building face.
- The bottom of any projecting sign must be at least (9) feet above the sidewalk. The sign may project no more than (5) feet from the face of the building. Tops of projecting signs may not protrude above the tops of second story window sills if there are windows.
- Ornamental sign brackets should be used to hang projecting signs.
- All projecting signs must be hung perpendicular to the building front.
- Total area of projecting signs shall not exceed (15) square feet.

- Supporting frames of projecting signs shall be constructed in a decorative nature with a historic flavor.
- New signs should be made out of wood or imitation wood and shall be at least ½” thick. It is encouraged that there be dimension to the sign by use of raised lettering or framing. The use of metal signs is discouraged.

Approval Process:

The Redevelopment Commission and the Historic Preservation Committee will review Façade Improvement Assistance Applications within 30 days of submission. Applicants will be notified of acceptance or denial by mail. Work on improvement projects are subject to the Building Permit process. The Commission reserves the right to deny reimbursement in the event the finished work and materials are not the same as proposed and approved. If an applicant wishes to alter the design after having received pre-approval from the WRC or the HPC, the applicant must submit drawings and a written request to amend the design prior to changing the design or completing the work.

Any work done by any party other than the property owner will require the use of a City of Whiting licensed contractor when licenses are so required for particular work as outlined by any city ordinance. The only reimbursement of the labor portion of a Matching Assistance project will be against a payment made to a licensed contractor as required by ordinance. Applicants who are also licensed contractors will not be eligible for reimbursement of labor expenses.

Disbursement:

All assistance projects must be begun within 60 days of approval and must be complete prior to the end of the calendar year in which funding is approved unless the Commission finds reason to extend the project due to weather or contractor delays. If construction on a project has not begun within 60 days of approval, funding is jeopardized. An applicant will be notified in writing if funding is revoked. When a project has been completed, all original receipts with proof of payment for materials and/or labor by a City of Whiting licensed contractor must be submitted to the Redevelopment Director, who in turn will process the Assistance payment.

Examples of expenses not covered are permit fees, inspection fees, fines, payments to non-licensed contractors/helpers, appliance purchases, utility relocation costs, tool purchases, “how to” book purchases, tool rentals, and rentals of scavenger boxes for debris removal. Architect, designer and design consultant fees are not reimbursable.

All original receipts submitted to the Redevelopment Commission will be kept on file with the appropriate agency.



Assistance Guideline Acknowledgement

Initials

1. I have not applied for or received tax abatement for this project. _____
2. I will not include invoicing charges for my own labor or others who are not licensed contractors. _____
3. I understand that in order to receive reimbursement for labor by contractors, all contractors must be licensed in the City of Whiting when licenses are so required for particular work by any city ordinance. _____
4. I will not submit invoices that contain non-reimbursable items (examples are listed under the disbursement section). _____
5. I am **not** a non-profit or tax exempt business. _____
6. I understand the program only reimburses expenses which improve the curbside exterior of my property. _____
7. I will not commence with work until approval is received from the Historic Preservation Commission. _____
8. I understand that construction not begun within 60 days of approval places assistance in jeopardy and is subject to being revoked. _____
9. I will authorize the placement of a sign in storefront after the work is completed to promote the matching assistance program for a two week period. _____
10. I understand that reimbursement may be denied if the finished work deviates from the proposed and approved design and materials unless I have received prior written approval to change. _____
11. I certify that there are no undisputed funds due and owing for unpaid property tax, sales tax, licenses or fees, or courts fines and costs as said costs relate to this property.

I hereby acknowledge receipt of the guidelines of the Façade Improvement Assistance Program. I have read all of the guidelines and understand them. I acknowledge that failure to comply with all of these guidelines may result in my claim for reimbursement being denied by the Whiting Redevelopment Commission.

Signature

Date



FAÇADE IMPROVEMENT ASSISTANCE PROGRAM APPLICATION

Date of Application: _____

Name(s) of Applicant(s): _____

Name of Property Owner if different from applicant: _____

(Please ensure written consent of the property owner is attached if different from applicant)

Contact Information for Applicant:

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____

E-Mail _____

Location of Property (if different from above)

Description of Improvements

Estimated cost of total of work to be completed _____

*Copies of quotes and estimates must be attached. **PLEASE READ CAREFULLY AND SIGN BELOW:**

I certify the above information is true and complete to the best of my knowledge. I further certify that I have provided all documentation requested.

I understand that if I perform the work on the property myself, or if I am a licensed contractor, I will not receive payment for my time or labor. I also understand that any work performed by a contractor who is not licensed within the City of Whiting will not be reimbursed as part of the program.

Signature

Date



City of Whiting Historic Preservation District

Date Submitted _____
Petition # _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS TO APPLICANT

All requested information must be completed on this application. **(Submit 4 copies of the proposed plan along with this application)** Use "N/A" if the information does not apply.

This **application** is hereby made for a Certificate of Appropriateness (COA) as **required** under the stipulations of Ordinance CC-2004-1691 which requires that no exterior portion of any structure (including color changes, walls, fences, light fixtures, steps, parking lots, or other appurtenant features) utility, or sign shall be erected, altered, restored, moved or demolished until an application for a Certificate of Appropriateness has been submitted and approved by the Historic Preservation Commission.

Note: The issuance of the Certificate of Appropriateness to the applicant certifies that the project is appropriate for the designated District; it is **not** a permit to construct, remodel, or demolish. The applicant is responsible to obtain any and all other necessary permits including a **Building Permit**.

A. LOCATION OF PROJECT

Address of property where work is to be done: _____

For vacant lots or demolition only:

Legal Description of Property: _____
(Description by lot number, block, and subdivision name)

B. APPLICANT'S INFORMATION

Name: _____

Address/City: _____ Zip Code _____

Home Phone: _____ Work: _____

Property interest of applicant:

OWNER CONTRACTOR ARCHITECT PURCHASER
(CHECK ONE)

DOCUMENTATION OF PROPOSED WORK SHALL ACCOMPANY THIS APPLICATION AT THE TIME OF SUBMISSION. OTHERWISE, A DECISION CANNOT BE MADE IN A TIMELY MANNER. (4 COPIES OF PROPOSED WORK)

TYPE OF DOCUMENTATION (Check all that apply):

- Contractor's specifications Site Plan Building plans, elevations
 Product literature Photographs Samples, swatches
 Other (please specify): _____

ESTIMATED COST OF WORK: _____

F. THE WORK WILL BE DONE BY:

- OWNER CONTRACTOR OTHER

Name of Contractor: _____

Address of Contractor: _____

Date of Start: _____ Date of Completion: _____

A Certificate of Appropriateness is valid for one year from the date of approval.

NOTE: It is understood that any permit issued on this application will not grant any right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance, the Historic Preservation Ordinance, or by other ordinances, codes or regulations of the City of Whiting, Indiana.

Applicant's signature

Historic Preservation Commission Use Only

Application: Approved Denied

Historic Preservation Commission Chairman

Date _____

----- **FOR OFFICE USE ONLY** -----

Assistance # _____

ELIGIBILITY:

Location: YES NO

Ownership: YES NO

Renderings included (if needed) YES NO

Estimates included YES NO

Total Cost Estimate \$ _____

Council District _____

Historic Preservation Committee Approval

Signed _____ **Date** _____

Redevelopment Commission Approval

Signed _____ **Date** _____

If Ineligible, Notified by: Letter Phone

Reason: _____

Payment Date _____ **Check #** _____

Before Picture

After Picture