

**HISTORIC DISTRICT
GRANT PACKET**

2022 FISCAL YEAR

**INFORMATION GUIDE
AND APPLICATION**

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

HISTORIC DISTRICT GRANT INFORMATION GUIDE

Mission Statement:

The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, and Restoration of Historic Structures and Sites designated on the City's Historic Sites Inventory in order to create a community that honors its past and encourages Historic Preservation.

Eligibility:

Grants are available for historic residential or commercial structures listed on the Park City Historic Site Inventory (HSI). The purpose of the grant is to assist in offsetting the costs of Preservation, Rehabilitation, and/or Restoration work. This is a 50% matching grant that requires the applicant to provide 50% of the proposed cost(s) of the project.

Eligible work may include interior and/or exterior repair, Rehabilitation, Restoration, or Preservation, including Historic architectural features, and structural elements as well as mechanical systems.

Depending on the existing conditions and specific project scope, some example of eligible work include, but are not limited to:

- Repairing/ Restoring/ replacing windows
- Repointing Masonry
- Repairing or replacing roofs
- Exterior paint
- Electrical updates*
- New furnace, A/C, boiler, etc*.
- Insulation upgrades*
- Reconstruction of Historic Porches
- Restoration of Historic features (siding, windows, etc.)
- Historic Preservation Plan

Ineligible work includes, but is not limited to:

- Acquisition costs
- New additions
- Landscaping/ flatwork
- Interior remodeling/ new finishes
- Interior paint

**Please contact the Planning Department with questions regarding eligibility.*

Grant Categories:

CATEGORY A. REPAIR:

Grants not to exceed \$5,000. This Category is proposed to be administered by staff, with no HPB or City Council review required. The Planning Director and Chief Building Official, with a recommendation from the Historic Preservation Planner, will review these applications on a case-by-case, continual basis under either of the two (2) following definitions:

1. Emergency Funds, to be awarded for projects as defined by “Emergency Repair Work” in the Land Management Code:
 - **Emergency Repair Work:** *work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation.*
2. Competitive Repair Funds, to be awarded for projects as defined by “Ordinary Repairs and Maintenance” in the Land Management Code:
 - **Ordinary Repairs and Maintenance:** *work done on a Building in order to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore same as or nearly as practical to its condition prior to such deterioration, decay, or damage.*

CATEGORY B. COMPETITIVE:

Competitive Grant Funds ranging from \$5,000-\$25,000, to be awarded by HPB and/or City Council with staff recommendation, as defined by “Preservation, Rehabilitation, and/ or Restoration” in the Land Management Code:

- **Preservation:** *the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.*
- **Rehabilitation:** *the act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.*
- **Restoration:** *the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.*

Yearly Goal:

Each year, the Historic Preservation Board will decide a goal and announce it in May. Goals can include:

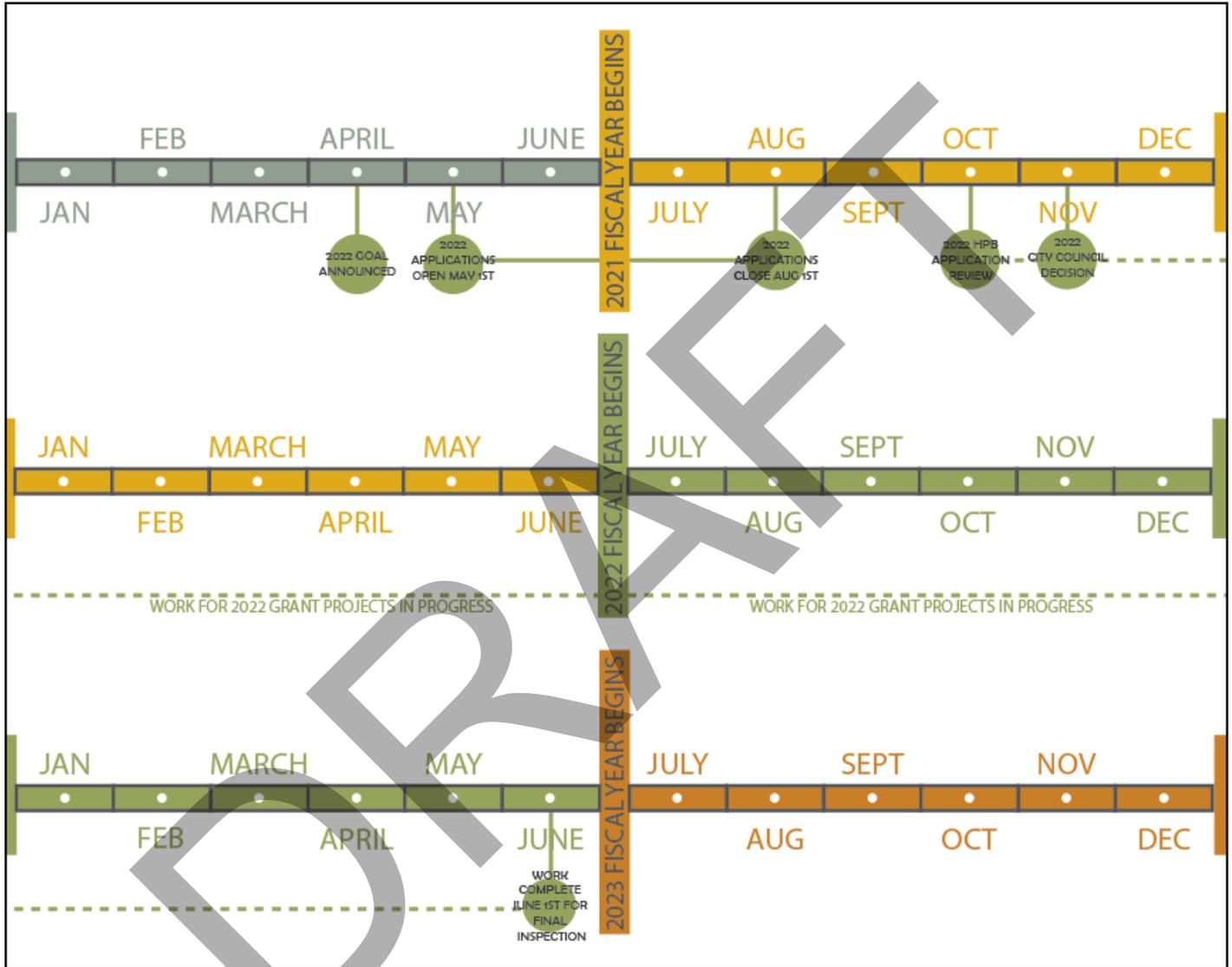
- Mine Sites;
- Historic Accessory Buildings;
- Historic wood window restoration;
- Etc.

If your project includes the specified goal, you will receive a higher evaluation score (see “Review,” below).

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Application:

Applications may be submitted to the Planning Department starting May 1, 2020 and will be accepted until August 1, 2020. You will be notified of the selection within 3 months. Work must be completed within the next 19 months by June 1, 2022 to receive the grant reimbursement. See below for an example timeline:



**The fiscal year runs from July 1st to June 30th of the following year.*

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Review:

Category B Grants will be reviewed based on the following criteria:

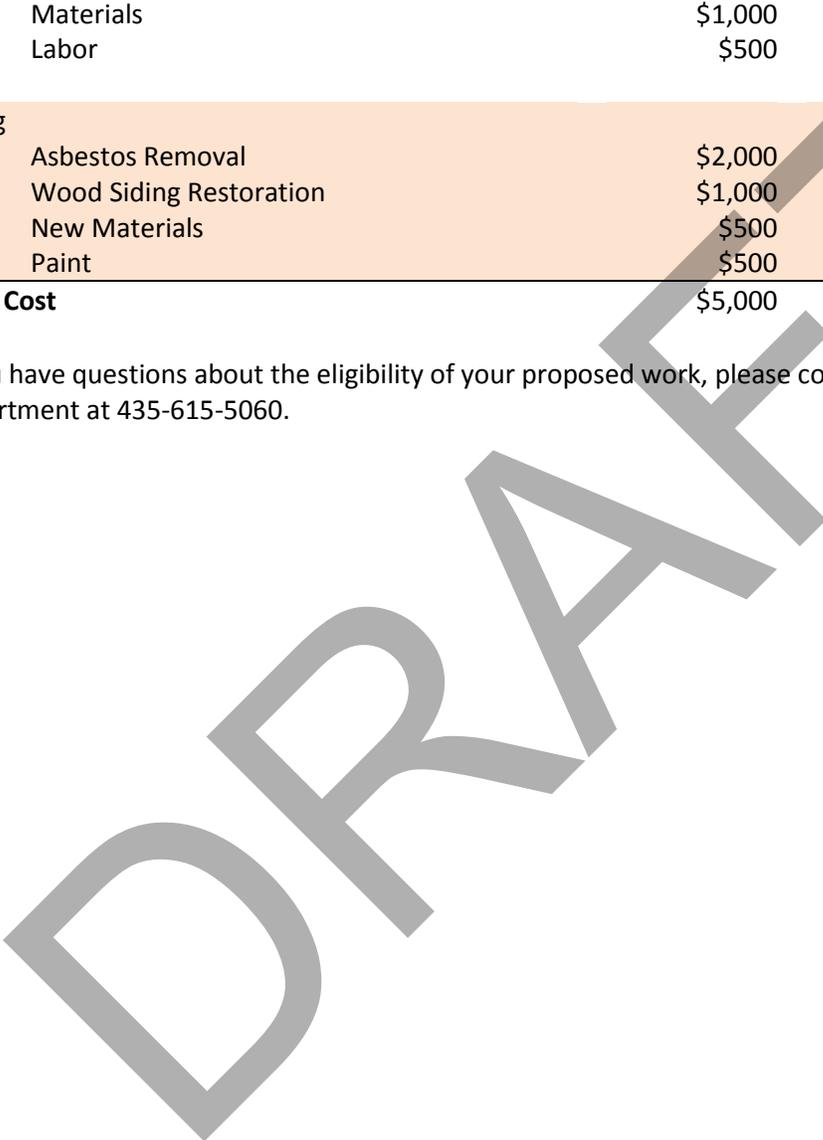
- Application (0-10 points)
 1. Is the proposed project described thoroughly? (0-5 points)
 2. Is the budget clear, complete, and reasonable (to be evaluated by the Chief Building Official)? (0-5 points)
- Project Management (0-15 points)
 1. Readiness of the applicant to initiate and complete the project. (0-5 points)
 2. Administrative capability of the applicant. (0-5 points)
 3. Can the work be completed under the proposed project schedule (to be evaluated by the Chief Building Official)? (0-5 points)
- Project (0-60 points)
 1. Will the grant funding allow for work to be completed that may not otherwise be done in terms of Preservation of the Historic Site? (0-15 points)
 2. Is the proposed project consistent with the Park City General Plan? (0-10 points)
 3. Is the proposed scope of work consistent with the Design Guidelines for Historic Residential or Commercial Sites? (0-10 points)
 4. Does the proposed scope elevate the Historic character and/or integrity of the Site by removing non-historic features and additions? (0-10 points)
 5. Does the project proposal involve the selected Grant goal? (0-10 points)
 6. Does the project propose to follow the Secretary of the Interior's Standards for Rehabilitation? (0-10 points)
- Community (0-10 points)
 1. Community impact of the proposed project (0-5 points)
 2. Demonstrated community interest and support via letters submitted with the application (0-5 points)

SAMPLE—BREAKDOWN OF ESTIMATED COSTS

This *sample* is included to assist you in completing the breakdown of estimated costs on page 8 of this application.

SCOPE OF WORK	OWNER PORTION	CITY PORTION	ESTIMATED TOTAL COST
Eligible Improvements			
Restoration of historic wood windows			
Materials	\$1,000	\$1,000	\$2,000
Labor	\$500	\$500	\$1,000
Siding			
Asbestos Removal	\$2,000	\$2,000	\$4,000
Wood Siding Restoration	\$1,000	\$1,000	\$2,000
New Materials	\$500	\$500	\$1,000
Paint	\$500	\$500	\$1,000
Total Cost	\$5,000	\$5,500	\$11,000

If you have questions about the eligibility of your proposed work, please contact the Planning Department at 435-615-5060.



PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE ° PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

HISTORIC PRESERVATION BOARD	PROJECT PLANNER	APPLICATION #	_____
APPROVED	_____	DATE RECEIVED	_____
AMOUNT	_____	EXPIRATION	_____
DENIED	_____	BLDG PERMIT	_____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - FAX #: () -
EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () -
EMAIL: _____

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____
Name of Applicant: _____
Mailing Address: _____
Phone: _____ Fax: _____
Email: _____
Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____
Mailing Address: _____
Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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