

# **HISTORIC DISTRICT GRANT PACKET**

**2022 FISCAL YEAR**

## **INFORMATION GUIDE AND APPLICATION**

If you have questions regarding the requirements on this application or submittal process please contact Planner Aiden Lillie at [Aiden.Lillie@parkcity.org](mailto:Aiden.Lillie@parkcity.org) or 435-615-5067 or visit [www.parkcity.org](http://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 Sites Inventory (HSI). The purpose of the Grant Program is to assist in offsetting the costs of Preservation, Rehabilitation, and Restoration work. The Grant Program provides a 50% matching grant that requires the applicant to fund 50% of the proposed cost(s).

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

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

- Repairing/Restoring/replacing windows
- Repointing masonry
- Repairing or replacing roofs
- Painting exterior
- Electrical updating\*
- Upgrading mechanical systems
- Upgrading insulation
- Reconstructing Historic porches
- Restoring Historic features (siding, windows, etc.)\*

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.*

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## Grant Categories:

### CATEGORY A. REPAIR:

Repair Projects, defined as either of the two (2):

1. Emergency Funds, to be awarded for projects defined as “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.\**

*\*The approvals for emergency repair work shall be limited to the scope of the emergency work.*

2. Competitive Repair Funds, to be awarded for projects defined as “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 to be awarded for projects defined as “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.*

## Application:

Applications may be submitted to the Planning Department starting at 8 am on May 15, 2021 and will be accepted through August 15, 2021 at 5:00 p.m. If selected, Applicants will be notified within three months. Work proposed to be completed with grant funds must be completed before June 1, 2023 to qualify for the grant reimbursement. Applications shall be submitted in person or by mail – mailing address information below.

The Planning Department is located in City Hall at 445 Marsac Avenue, Park City, Utah 84060.

Mailed applications shall be addressed as follows:

Park City Municipal Corporation

ATTN: Park City Historic Preservation Planner, Planning Department

P.O. Box 1480

Park City, UT 84060

\*THIS APPLICATION CYCLE IS NOT A RETROACTIVE AWARDED OF FUNDS FOR WORK ALREADY COMPLETED. WORK MUST

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# HISTORIC DISTRICT GRANT APPLICATION

*For Office Use Only*

/ ADMINISTRATIVE REVIEW	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: \_\_\_\_\_

PRIMARY ADDRESS: \_\_\_\_\_

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## SUBMITTAL REQUIREMENTS

1. Completed and signed **Historic District Grant Application**.
2. Written **Project Description** describing the proposed scope of work, detailed specifications, and reason(s) for applying for a Historic District Grant.
3. Submittal of a **Cost Estimate** for the proposed work.
4. **Breakdown of Estimated Costs** of the proposed eligible improvements (page 6).
5. **Proposed Timeline** of the proposed project (page 7).
6. **Historic District Design Review** approval letter. Please contact the Planning Department if this has not been completed. The grant application will not be accepted without this approval letter.
7. Schematic, conceptual **Drawings** as they apply to the proposed project. This may include but is not limited to site plans, elevations, and floor plans.
8. **Color Photographs** of existing conditions. Include a general view of the building and setting; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.

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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: \_\_\_\_\_

PRINTED

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Type of Application: \_\_\_\_\_

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# 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: \_\_\_\_\_

PRINTED

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 attaché 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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