

**HISTORIC DISTRICT  
GRANT PACKET**

**2024 FISCAL YEAR  
(JULY 2024 – JUNE 2025)  
QUARTER TWO**

**INFORMATION GUIDE  
AND APPLICATION**

If you have questions regarding the application or submittal process please contact  
Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).

# HISTORIC DISTRICT COMPETITIVE GRANT INFORMATION GUIDE

## MISSION STATEMENT:

The Park City Historic District Competitive Grant Program (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 and those Structures and Sites that are eligible for listing on the Historic Sites Inventory to create a community that honors its past and encourages Historic Preservation.

## ELIGIBILITY:

Competitive Grants are available for Historic Residential or Commercial Structures listed on the [Park City Historic Sites Inventory](#) (HSI) and for Structures and Sites eligible for listing. Structures and Sites currently not listed on the HSI may be eligible\* for funding to offset some costs to designate the site to the HSI. The purpose of the Grant Program is to assist in offsetting the costs of Preservation, Rehabilitation, and Restoration work. This is a 50% matching grant that is paid by way of reimbursement once the applicable work has been completed.

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

## Competitive Grant:

Competitive Grant to be awarded for applications to designate a Structure or Site to the HSI, or for those Landmark and Significant Historic Sites listed on the HSI, 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 on 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.*

## ELIGIBLE PROJECTS: (any items not listed below are not eligible for grant funding)

- Repairing, Restoring, and Replacing Windows
- Repointing Masonry
- Reconstructing Historic Porches

If you have questions regarding the application or submittal process please contact Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).

- Restoring or Repairing Historic Features
- Repairing or Restoring Roofs

**Application:**

Applications may be submitted to the Planning Department starting at 8 a.m. Mountain Standard Time (MST) on March 22, 2024, and will be accepted through May 15, 2024, at 5:00 p.m. MST. Work proposed to be supported with grant funds must be **completed before June 30, 2025**, to qualify for the grant reimbursement. Applications shall be submitted in person, by email (planning@parkcity.org), or by mail.

Please note: if submitting application via email please ensure attached files are less than 8MB in size. If over this size please send via FTP link such as Google Drive or Dropbox.

The Planning Department is 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 AWARDING OF FUNDS FOR WORK ALREADY COMPLETED. WORK MUST BE PROPOSED BETWEEN APRIL 1, 2024 AND JUNE 30, 2025 IN ORDER TO BE CONSIDERED.\***

**Please review and initial the following prior to submitting your grant application:**

\_\_\_\_\_ 1) I (we) understand I (we) will be required to provide copies of 1) invoices for the work, 2) proof of payment (e.g. receipts, invoices marked "paid", etc.), 3) a W-9 (grant income must be reported on income taxes), 4) a title report to confirm property legal description, and 5) photographs of the completed work. These items must be submitted to the City once the work is completed in order to begin the release of the grant monies.

\_\_\_\_\_ 2) I (we) understand I (we) will be required to sign a Historic Preservation Agreement, Trust Deed, and Trust Deed Note and record such instruments with the Summit County Recorder's Office for a term of 5 years. Following the passage of 5 years and my (our) satisfaction of the requirements of the Historic Preservation Agreement the City shall, upon written request, record a release of these documents with the Summit County Recorder's Office.

\_\_\_\_\_ 3) I (we) understand a grant award exceeding \$25,000 USD will require the recordation of a Historic Preservation Easement on my (our) property. In the event my (our) project is awarded \$25,000 USD or more, I (we) agree to provide a Historic Preservation Easement to Park City Municipal Corporation in a form acceptable to the City Attorney and agree to have such easement agreement recorded on my (our) property with the Summit County Recorder's Office.

\_\_\_\_\_ 4) I (we) understand Park City Municipal Corporation is constructing a database of current and prior grant award recipients' projects. This database may include exterior photographs of my (our) property but will not include interior photographs of the property. I (we) understand participation in this database is voluntary and (select one):

- \_\_\_ **AGREE TO PARTICIPATE**
- \_\_\_ **DO NOT AGREE TO PARTICIPATE**

If you have questions regarding the application or submittal process please contact Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).

# HISTORIC DISTRICT COMPETITIVE 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have questions regarding the application or submittal process please contact Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).

## SUBMITTAL REQUIREMENTS

1. Completed and signed **Historic District Grant Application**.
2. Written **Project Description** describing the proposed scope of work, detailed specifications, and reason for applying for a Historic District Grant.
3. Submittal of a **Cost Estimate** for the proposed work.
4. **Breakdown of Proposed Work and Estimated Costs** of the proposed eligible improvements (page 6).
5. **Proposed Timeline** of the proposed project (page 8).
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. Note: This submittal may be waived if the application is related to a Determination of Significance application for a historic site not currently listed on the Historic Sites Inventory.
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, including the building in the context of the streetscape; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.

## PROPOSED WORK AND ESTIMATED COSTS

Work Item	Method(s) Proposed (Please Be Specific)	Location of Work	Historic Materials? Circle One
			Yes / No
Work Item Cost:			If Yes, please detail the current condition:

Work Item	Method(s) Proposed (Please Be Specific)	Location of Work	Historic Materials? Circle One
			Yes / No
Work Item Cost:			If Yes, please detail the current condition:

Work Item	Method(s) Proposed (Please Be Specific)	Location of Work	Historic Materials? Circle One
			Yes / No
Work Item Cost:			If Yes, please detail the current condition:

If you have questions regarding the application or submittal process please contact  
Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).

Work Item	Method(s) Proposed (Please Be Specific)	Location of Work	Historic Materials? Circle One
			Yes / No
Work Item Cost:			If Yes, please detail the current condition:

Work Item	Method(s) Proposed (Please Be Specific)	Location of Work	Historic Materials? Circle One
			Yes / No
Work Item Cost:			If Yes, please detail the current condition:

---

**Total Grant Request:**            \$ \_\_\_\_\_ (Amount Requested from City)

**Total Owner's Match:**        \$ \_\_\_\_\_ (Owner's Portion of Total Budget)

**Total Project Budget:**        \$ \_\_\_\_\_ (Grant Request + Match)

Owner(s) Match Source: \_\_\_\_\_

\_\_\_\_\_



---

---

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

---

---

## 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 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.

---

---

If you have questions regarding the application or submittal process please contact Senior Planner Caitlyn Tubbs at [Caitlyn.Tubbs@parkcity.org](mailto:Caitlyn.Tubbs@parkcity.org) or 435-615-5063 or visit [www.parkcity.org](http://www.parkcity.org).