

Kingsport Redevelopment Grant Program

APPLICATION



Contact: Elizabeth Rowe
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Kingsport, TN 37660

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APPLICANT INFORMATION

Name:
Phone:
Referred by:

FOR OFFICE USE ONLY

Application Date:	
Approval Date:	Amount:
Tax ID number:	

PROPERTY OWNER INFORMATION

Name:	Years Owned:	
Address:	Phone:	
City:	State:	Zip:
Type of Ownership:	Owner's Signature-Demolition Approved:	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:	Business / Project Owner's Name:	
Address:	Phone:	
City:	State:	Zip:
Type of Business:	Upper floor use (if applicable):	

PROPOSED DEMOLITION and IMPROVEMENTS

Describe extent of Demolition:		
Describe planned Improvements:		
Other Improvements:		
Estimated Cost of Demolition:	Estimated Cost of Improvements:	Grant Amount Requested:

Check appropriately:

I own the property in consideration I lease the property in consideration

I have read the Downtown Redevelopment Grant Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:

DATE:



INTAKE SHEET

Applicant Information

Company Name _____

Name of Individual: First _____ Middle Initial _____ Last _____

Contact Address _____ City _____ State _____ Zip Code _____

Telephone _____

Estimated Date of Completion: _____

Additional Description of Work (*attach plans if applicable*):

This Section for Office Use Only:

Submittals:

- Photos (*Before and After improvement if applicable*)
- Written approval from property owner (if different than applicant)
- Cost Estimates
- Demolition Plans (*if applicable*)
- Quotes for completion
- Additional Information

APPLICANT'S SIGNATURE:



DATE:

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Program Guidelines

Eligibility Requirements

Please check each box applicable to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- All projects must be located within the City Limits of the City of Kingsport
- Please also check if project is within the Central Business District (*if not leave blank*)
- All work must result in a publicly visible improvement.
- Demolition is all of an existing structure
OR
- Demolition is a portion of an existing structure
- Project includes preparation of a building for Interior tenant finish work (*if not leave blank*)
- All work must be in compliance with approved Building and Fire Codes
- All work must be appropriate according to the Redevelopment Grant Program's guidelines.
- Project Cost must exceed \$1,000 to be considered for a demolition grant.

Projects that are not Eligible

The following types of Projects or Properties are not eligible for the Downtown Façade & Redevelopment Grant Program:

Projects/work completed prior to the last funding year (generally before April of the prior year)

Tax delinquent property

Property whose owner has any other tax delinquent property

Tax Exempt Property

Property in litigation

Property in condemnation or receivership

Properties purchased from the city may be considered on a case by case basis

National Franchises or Retail Chain Stores

Work on the rear or unseen roof of the building is not eligible for a redevelopment grant.

Redevelopment Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance alone. These improvements must be part of a comprehensive plan for redevelopment of the site.

Program Guidelines

General Criteria

For a period of one year after the establishment of the program by the Board of Mayor and Alderman redevelopment grants will be available for properties located within the City of Kingsport. After the first year, the program will be evaluated for potential continued funding and expansion to other areas within the City.

Only one award will be allowed per property per year. Properties which are awarded multiple awards over several years may receive a reduced award based on amount of previous awards, completion and quality of work performed on previous awards.

Plans for rehabilitation of structures should respect the architectural integrity of the entire building and the neighboring streetscape.

Redevelopment grants are not intended to be a partial solution to a building in obvious disrepair and neglect. For these properties, the applicant must show a comprehensive proposal for the entire site's redevelopment that would meet the current building and zoning codes in order to bring the property into occupiable condition.

Tenants may qualify for grant funding with the written consent of the owner of the building.

The City of Kingsport/KEDB/Redevelopment Grant Review Committee will not be a party in negotiations between the applicant and contractors employed by the applicant. The applicant agrees to hold the aforementioned harmless of any defects in workmanship, liability, damages, or other costs relative to the project.

Goals of the Program

It is hoped that in addition to providing an incentive to redevelop dilapidated sites, the program will:

- ❖ Provide an incentive for rehabilitation of structures and construction of new structures in harmony with the character of the district.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

- ❖ Maintain a quality image consistent with the character of the surrounding area and the City of Kingsport for any new construction.
- ❖ Encourage the use of historic and architecturally significant commercial buildings in a manner that would continue to draw the public to them.
- ❖ Increase the investment in the city and raise property values for tenants and owners.
- ❖ Eliminate blighting influences and prevent deterioration of commercial properties around the City.
- ❖ Conserve important existing building stock.

Program Guidelines

Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review, and will forward the application to the Façade and Redevelopment Grant Committee.

The Façade and Redevelopment Grant Committee meets quarterly to review and score the applications. All applications are reviewed on a competitive basis. Eligible application packages are due 30 days prior to their meeting date.

The application package will be reviewed by the Façade and Redevelopment Grant Committee to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the committee will consider the following factors and will score higher those projects that are in a priority area or show additional efforts to meet the following criteria:

VISIBILITY: Certain buildings are important to the character of the City because of their location, size and/or architectural details.

DESIGN: Some changes may benefit a property's aesthetics significantly.

**SUSTAINABILITY/
PERMANENCE:** Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant sustainability and permanence.

COMMUNITY CONTRIBUTIONS: Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. Priority will be given to businesses that actively give to the community.

Required Materials for Application

*Application packages must include enough documentation to illustrate the visual impact of the project and its costs. **Failure to provide required information will delay the review process.** The items submitted should include:*

- A completed application form**
- Written consent from property owner giving permission to conduct demolition**
- Color photographs of existing conditions (*before and after if applicable*)**
- Submit quotes from licensed contractors for the proposed work.** In lieu of quotes, receipts for work completed from same will be accepted. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule.
- Any other documentation necessary to illustrate the visual impact of the proposed project completion schedule.
- Owners or merchants who are in contracting business may also perform work on their own buildings.
- Expected value of the improvement upon completion – include the basis for the estimate.**
- HZC Certificate of Appropriateness (*as applicable*)**

Program Guidelines

Award Reimbursement

Reimbursement shall be limited to no more than 10% of the total value of the improvements, not to exceed \$20,000 per site. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.

Applications Timeline:

- ❖ **March 1** - Applications Due for **April Review**
- ❖ **June 1** - Applications Due for **July Review**
- ❖ **September 1** - Applications Due for **October Review**
- ❖ **December 1** - Applications Due for **January Review**

- ❖ **Quarterly Review Meetings** - Scores and deliberations considered by Façade & Redevelopment Grant Review Committee

- ❖ **Approx. 1 Week following Review** - Awards announced and monies begin eligibility for disbursement

The Façade & Redevelopment Grant Committee reserves the right to refuse reimbursements in whole or in part for work that:

- ***Does not conform to the proposals submitted with your application and approved by the Façade & Redevelopment Grant Committee.***
- Are not commensurate with the workmanship and cost customary to the industry
- Are not completed within 180 days. Since the Façade Grant Committee cannot reserve funds indefinitely, a onetime extension of 180 days can be granted. After that, you will need to apply for consideration again. **All requests for extensions must be submitted in writing with an updated schedule of completion.**

Required Materials for Reimbursement

City Development Staff will inspect work to ensure that it complies with the approved plans. Upon completion please contact the Planning and Community Development Director at 423-224-2482 for an inspection. ***Any changes to the approved project will require a written request from the applicant and approval by the Façade & Redevelopment Grant Committee in order to retain the grant.***

Receipt of funds can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted

- Proof of payment for all work to be reimbursed must be submitted. This can include cancelled checks, copies of bank statements or credit card statements showing the bill has been paid. These must equal at least the required matching amount plus the amount of the owner investment. The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not accepted.***
- **Color photographs of completed project.**
- **Grantee is responsible for obtaining any permits required to complete the project. Cost of permitting cannot be part of the grant funding. Copies of the approved permits must be submitted prior to reimbursement.**
- **Certificate of Occupancy or Completion from the office of the Building Official**
- **Certificate of Appropriateness from Historic Zoning Commission (if applicable)**

Records of all plans, and fund disbursements will be kept by KEDB.

Internal Use Only

Applications will be evaluated by the Grant Committee using this scoring system. In addition to the Scoring Criteria, applicants must meet all other program requirements outlined in the Program Guidelines to be considered for funding. Based on funding availability, the applicants with the highest combined scores form the Committee will be awarded. A score of 4 is the highest for each category and a score of 1 is the lowest. **A total of 20 points is required for funding.**

APPLICANT: _____

PROPERTY ADDRESS: _____

GRANT \$ REQUEST: _____

SCORER NAME: _____

VISIBILITY: <i>Certain buildings are important to the City's character because of their location, size and/or architectural details.</i>	
Key, highly visible elements of the building will be improved.	1 2 3 4
The building is highly visible due to its location (prominent intersection, larger than surrounding properties, etc.).	1 2 3 4
DESIGN: <i>Some changes may benefit a property's aesthetics significantly.</i>	
The proposed improvements are consistent with the surrounding buildings and neighborhoods.	1 2 3 4
SUSTAINABILITY/PERMANENCE: <i>Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant permanence.</i>	
Improvements are more than temporary cosmetic touches or general maintenance repairs that have been neglected over time.	1 2 3 4
Overall project is more than a tenant upfit (there has been substantial demolition and redevelopment of the interior of the structure rather than just flooring or light fixture changes).	1 2 3 4
Applicant plans to continually invest in the property to continue to improve the building as well as the use.	1 2 3 4
COMMUNITY CONTRIBUTIONS: <i>Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. Priority will be given to businesses that actively give to the community.</i>	
Project eliminates blighted or dilapidated structures that have generally been cause for concern by the community (Crime/Safety)	1 2 3 4
The redevelopment of the property provides for a vacant/unused building to be utilized for future business growth and employment opportunities in the community.	1 2 3 4

TOTAL: _____