



DES MOINES
EAST+SOUTH
CHAMBER

Façade Improvement Program

Application for Participation

The Friends of SW 9th and Des Moines East and South Chamber of Commerce (DMESC) Façade Improvement Program is funded by the City of Des Moines and administered by the DMESC. For information regarding the program, please contact: Sadie Trytten (515) 309-3231, sadie@dsmeastsouthchamber.org.
Funds are given on a first come, first serve basis.

Note: **All projects must be completed by November 1, 2016.** Apply only if you can achieve this deadline.

1. Property Address: _____
2. Name or Description of Building: _____
3. Original Construction Date: _____
4. Briefly describe how your project meets the eligibility requirements:

5. Briefly describe proposed improvements & include estimates: _____

6. Name of Applicant: _____ 6a. ___ Owner ___ Tenant
7. Applicant's phone: _____
8. Applicant's Email: _____
9. Legal Building Owner: _____
10. Building owners contact (if different from applicant)
 - a. Telephone number(s): _____
 - b. Email address: _____
11. If awarded, the check is to be issued to: _____

(initial) _____ ***It is the applicant's responsibility to pull all required permits and schedule all necessary inspections before re-imbusement payments can be made.**

Submit Application to: Attn. Façade Program, 130 East 3rd St, Ste. 301., Des Moines, IA 50309
Phone (515) 829-4188 | Fax (515) 251-7349
sadie@dsmeastsouthchamber.org | dsmeastsouthchamber.org



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Please attach the following:

- i. Evidence of title to the property, e.g. title opinion, county records, etc.
- ii. Three (3) – four (4) photographs of the building.
- iii. Written permission from the legal building owner to participate in this program (if applicable).

(initial) _____ I acknowledge that this program is a reimbursement of 50% of project costs, up to \$10,000 for single and \$15,000 for multiple tenant commercial property. Applicant must pay all costs and will be reimbursed after completion and approval of the project.

I have read and understand the rules and criteria for the Façade Improvement Program. My signature certifies that this application was read, understood, completed by me and all required submissions are attached. Applicant information

Print Name: _____ Signature: _____

Title: _____ Date: _____

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Program Overview

- 50/50 matching grant that requires 50% owner match
- Grant award up to \$10,000 for single tenant commercial property (\$20,000+ project)
- Grant award up to \$15,000 for multiple tenant commercial property (\$30,000+ project)
- Grant funds will be issued on a reimbursement basis upon completion of the project
- The program will be in place as long as funding is available
- Applications meeting all the eligibility requirements will be awarded on a first-come basis
- All project must be completed by November 1, 2016
- Recipients from the 2015 program are not allowed to apply until July 1st, 2016.

Eligibility Requirements

- Property must have frontage along SW 9th Street between Davis and Army Post Rd.
- Commercial and Mixed Use Properties are eligible
- Property owned by non-profits are eligible (excluding churches)
- National franchises are eligible if locally owned
- Bars are eligible for the 2016 program
- Primarily Residential Properties are NOT eligible
- Property must be in compliance with current commercial zoning
- Property/owner must be current on property tax payments and have no outstanding City or County fees or assessment
- Property/owner should not have any other public or private liens or claims or pending legal action except mortgage liens
- If a business tenant is the applicant, the application must also include a letter of support from the property owner and demonstrate that the tenant has a current signed lease of 2 or more years
- All projects must comply with all applicable building permit, site plan, landscape, and zoning requirements

Eligible Uses for Matching Grant

- Exterior property improvements that are visible from the street
- Parking lot improvements are eligible but the project must also include improvements to the building and/or substantial improvements to the landscaping
- Demolition is eligible if part of a redevelopment project that will replace lost tax base, will have a taxable value (not be tax exempt), and the redevelopment project will be completed within 1 year
- Up to 10% of the total grant award may be applied to architecture/engineering/design services as part of the total project cost if the project is completed within six months unless written approval for extension is granted by the façade committee
- No reimbursement for self performed work, materials only

Program Coordination

- Applications will be submitted to the East + South Chamber for review and approval by a review committee
- Grant agreements and project eligibility will be coordinated and decided by the Façade Committee
- All invoices must be submitted to the East + South Chamber and the project must be 100% complete and pass inspection before a reimbursement check will be issued

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City of Des Moines Permit and Dev. Center

602 Robert D Ray Drive
Des Moines, IA 50309
Phone: 515-283-4200
Fax: 515-283-4270



Permit Requirements

Per Municipal Code section 26-302(a)(11)-

Minor maintenance and repair work that is deemed by the building official not to affect structural strength, safety, fire resistance, or sanitation, provided that no such work shall be performed in a manner contrary to any provisions of the building code or any other laws.

The following work shall be considered minor maintenance and repair that is exempt from permit under municipal code section 26-302(a)(11).

- Reroofing that does not involve alteration of roof sheathing, decking or framing members.
- Residing of walls that are not required to be fire rated from the exterior side, and does not involve alteration of wall sheathing or framing members.
- Window replacement that meets all of the following criteria:
 - Window rough opening size does not change.
 - Finished egress window opening size is not reduced.
 - Window is not required to be protected due to fire separation distance. (Windows in storefronts facing SW 9th do not require protection)
 - Window is not required to be safety glazing.
- Tuckpointing/mortar repair.
- Replacing decking boards on open wood decks.
- Replacing non-fire rated doors/frames with doors of same swing and size.
- Sheetrock and plaster repair.

Examples of sheetrock/plaster repair that is exempt from permit:

- Patching holes in wall finishes.
- Replacing a 16 square foot area of water damaged ceiling.

Examples of repair that **does** require a permit:

- Removing and replacing finishes on an entire wall or ceiling in a room.
- Complete removal of interior finishes.

Items exempt from permit are still required to meet current code requirements.

Permits are required when the level of work exceeds those items listed above.

Contact Candace Biddle at 515-283-4790 for determinations of whether or not a permit will be required. Once that determination has been made, you will be advised.

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It is the applicant's responsibility to pull all required permits and schedule all necessary inspections before re-imbursement payments can be made.

*Restaurants and bars may be subject to compliance with the Fats, Oils and Grease Interception Program as regulated by the Wastewater Reclamation Authority based on the extent of the work proposed. Questions can be directed to Jason Merk (WRA) at 515-323-8123.

**If a property is vacant and will be re-occupied using this program, the property may also be subject to compliance with current site plan regulations. Questions may be directed to either Frank Dunn-Young at 515-283-4743 or Ryan Moffatt at 515-283-4975.

***Landscaping improvements made under this program may need to conform to the requirements of an approved site plan if one exists for the property and is on file with the Permit and Development office. Questions may be directed to either Frank Dunn-Young at 515-283-4743 or Ryan Moffatt at 515-283-4975.

The permitting process:

- a) **Plans must be developed showing as much detail about the project as possible. Plans must be to scale.**
- b) **Two copies of the plans must be submitted to the Permit and Development Center for initial review.**
- c) **Once the initial review is completed (typically within 15-20 working days), comments will be given back to the applicant addressing any code related concerns that need to be changed or modified.**
- d) **Plans may need to be modified and re-submitted for further review.**
- e) **Once all concerns have been addressed, the permit will be issued.**
- f) **The project can then commence. Project duration is a maximum of 6 months. Additional time to complete the project may be requested of the SW 9th Committee prior to starting the work.**
- g) **Permit and Development Center staff will advise at the time of permit issuance when inspections must be scheduled.**
- h) **All permits will need to be closed before re-imbursement payments can be made as a part of this program.**

Contact Permit and Development Center Staff with questions at 515-283-4200.

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