



TOWN OF  
**LOWELL**  
CULTIVATING COMMUNITY

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**Town of Lowell Redevelopment Commission  
Façade Improvement Program**

The Town of Lowell Façade Improvement Program was established to provide financial assistance to existing and new business for exterior and building Façade improvements in the Lowell Downtown Development Area. Funding for this program is allocated by the Lowell Redevelopment Commission on an annual basis. The Redevelopment Commission reserves the right to increase the amount of funding, should the demand increase and other Redevelopment funds become available.

**PURPOSE:**

The Façade Rebate Program has been developed to encourage and attract retail growth, stimulate additional business, and encourage private investment through improved aesthetics. It is intended to help property owners and commercial tenants rehabilitate and restore the visible exterior of existing structures and to construct or enhance rear pedestrian entrances of buildings. Reimbursement grants are provided to property owners or commercial tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality and vitality of downtown Lowell. The maximum award is \$10,000 per application and cannot exceed 75% of the total project cost.

**ELIGIBILITY:**

Any property owner or commercial tenant of the Town of Lowell is eligible to make application for reimbursement grants. Reimbursement grants are available to properties located in the Town's Downtown Development Area. Grant applications will not be accepted for properties that have any code violations, outstanding property taxes or local fees at the time of application.

Priority will be given to buildings located within the Downtown Development Area; however, the Lowell Redevelopment Commission has the discretion to grant funds to other significant buildings if the need of improvements and benefit to the community is deemed to be substantial. Any exception must also be approved through a resolution by the Lowell Town Council.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Applicants are required to provide a taxpayer ID number or social security number as part of the Agreement. Applicants should consult their tax advisor for tax liability information.

**REVIEW AND APPROVAL:**

Applications will be accepted at Town Hall and should be submitted to the Town

Manager. Once the application is reviewed and deemed complete; the proposed project will be presented at the next monthly Redevelopment Commission meeting. The applicant will be notified by Town staff if the project is on the agenda. If the application is not deemed complete the applicant will be notified of the deficiencies by Town staff.

To assist the Redevelopment Commission in expediting the applications, a Design Advisory Committee comprised of a representative of the Chamber of Commerce, a representative of the Lowell Historic Preservation Commission and the Town Manager or his designee will review application(s) and provide recommendations to the Redevelopment Commission. The Redevelopment Commission holds regular monthly meetings on the 4th Monday of the Month.

Grants are made on a reimbursement basis, following an application procedure, committee review, and final construction.

After the approved work has been completed, the successful applicant must submit the following documentation: paid invoice(s), copy (front and back) of cancelled check(s), electronic and original photography (before and after) of the project. Rebate checks will not be issued until the work has been completed and all required documentation has been submitted, reviewed and accepted as complete by the Town Manager. The project is subject to an inspection by the Design Advisory Committee.

#### **ELIGIBLE PROPERTIES:**

- Properties located within the Lowell Downtown Development Area.
- Non tax exempt properties.
- Non-residential properties.

#### **ELIGIBLE ACTIVITIES:**

- Restoration of original Façade or new façade including the repair or installation of cornices, entrances, doors, decorative detailing, masonry repair, painting or cleaning, stairs, porches, railings, windows, awnings, lighting, window display areas, and roofs.
- Rears of buildings that abut dedicated public streets, public alleys or other rights-of-way or adjacent from a parking lot or walkway that is owned by the Town.
- Signage.
- Demolition.
- Other recommendations of the design advisory committee.

#### **INELIGIBLE ACTIVITIES:**

- Architectural, engineering, legal or other professional fees;
- Interior work;
- Property acquisition;
- In-kind costs;
- Activities not visible from the public right-of-way, unless a necessary component of Façade improvement work;
- Building Permit fees; private sidewalks or paving;
- Repair or creation of features not consistent with the Historic District Design Guidelines.

#### **GENERAL GUIDELINES:**

- Completed applications must be submitted and approved by the Lowell Redevelopment Commission prior to beginning any of work. Work completed prior to approval is not eligible for reimbursement.
- Proposed work may be subject to the review/approval of the Lowell Plan Commission and/or Historic Preservation Committee. Building permits may be subject to issuance of a State Building Permit.
- Proposed projects shall be designed to benefit the building as a whole and not a specific tenant.
- Projects shall be subject to the design standards regardless of whether they are in the Historic District.
- Applicants must be the owner of the building, or if a lessee, must have written permission from the building owner for the work proposed.
- The maximum amount of the grant is up to 75% of the project total, or the maximum established per building.
- Whenever possible, local (Northwest Indiana) contractors, materials, and tradesmen should be used for the work. Contractors should all be licensed in their field as required by the Town.

of Lowell permit review and approval process.

- Project eligibility and grant amounts are at the full discretion of the Lowell Redevelopment Commission. Applicants must complete the attached form including the listed supporting documents.
- No funding will be provided for work that deviates from the approved application, if the changes were not submitted and approved in advance by the Design Advisory Committee.
- Applicant shall present three contractor quotes/construction bids for the proposed work. Contractors must be licensed in the Town and all necessary building permits must be obtained.
- Projects must be completed within 1 year of approval. After 1 year the applicant must re-apply for funds with no guarantee.
- All rules and guidelines are subject to change at any time.
- Reimbursement Grant Applications shall be completed and submitted to the Town Manager at 501 East Main Street Lowell, IN 46356. Questions regarding the Façade Improvement Program should be directed to Craig Hendrix at 219-696-7794 extension 215.

**Town of Lowell Redevelopment Commission  
Façade Improvement Program**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address of Property to be Improved: \_\_\_\_\_

Tax ID#/Social Security #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/ Fax No.: \_\_\_\_\_

Email/Web Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION (if different than Applicant)**

Contact Name: \_\_\_\_\_

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

Phone/ Fax No.: \_\_\_\_\_

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

**PROJECT INFORMATION**

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

Building Age: \_\_\_\_\_ Building Zoned As: \_\_\_\_\_

Building Located in an Historic District? \_\_\_\_\_

Businesses Located in Building: \_\_\_\_\_

Anticipated Project Cost: \_\_\_\_\_

Anticipated Project Start: \_\_\_\_\_ Completion: \_\_\_\_\_

Total Current Employment: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

New Jobs Created (if any): \_\_\_\_\_

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Lowell Façade Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the Town of Lowell. It is understood that all funding commitments are contingent upon the availability of program funds.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach "before" photos of the property, a copy of necessary bid information (3 bids), applicable licensing and permit documents (s) to the back of this application.