



# City of Crystal Lake Façade Grant Application

Through the City of Crystal Lake Historic Preservation Commission

## City of Crystal Lake Application for Façade Grant

The City of Crystal Lake Historic Preservation Commission may approve grant funding for façade improvements to landmarked sites or structures, or eligible properties within a historic district, that are located in the City of Crystal Lake. These funds are provided to improve the visual image of eligible properties and foster pride in these community assets.

Per the terms and evaluation criteria outlined in this application, any person, group, or association may request grant funds for any property in which the person, group or association is an owner or tenant. This is a 50/50 matching grant that is administered by the Crystal Lake Historic Preservation Commission for up to \$500.00 every other (calendar) year per property. The Commission shall match up to 50% of the actual improvement costs, not to exceed \$500.00, of the approved project cost.

### Eligibility Factors

1. The site or structure must be locally landmarked or within an adopted Historic District by the City of Crystal Lake and located within the corporate boundaries of the City.
2. The project must comply with the Crystal Lake Historic Preservation Ordinance and all applicable City Codes and Ordinances. Failure to comply with the Historic Preservation Ordinance and other City Codes and Ordinances will preclude the disbursement of the approved funds.
3. The project must receive an approved Certificate of Appropriateness from the Historic Preservation Commission.
4. One façade grant is allowed per property every other calendar year.
5. Except in emergency repair situations, no work shall begin until a Certificate of Appropriateness has been approved.
6. The project shall be completed within twelve months of the application's initial approval.
7. Once the grant application has been approved, it is ultimately the responsibility of the applicant to ensure that the contractor performs the work correctly and provides a quality product. If the contractor fails to perform the work correctly, it is within the Commission's discretion to deny a subsequent façade grant application to correct the faulty craftsmanship for the same work previously approved.
8. Property taxes must be current and applicant shall have no debts owed to the City.

### Grant Funding Allocation

Grant funds shall be distributed on a first-come, first-served basis, until all grant funds allocated for that year have been expended. By January 15<sup>th</sup> of each year, the Commission shall allocate a yearly amount of available grant funds. The Façade Grant Application shall be submitted along with the

Certificate of Appropriateness, or following the approval of a Certificate of Appropriateness, to the Commission for review. The Commission shall award the grant as a reimbursement, as a 50/50 match, not to exceed \$ 500.00, of the actual project costs. Complete work orders and receipts shall be provided to verify actual project costs.

#### Facade Grant Submittal Procedure

1. Complete the application describing the project and include photos of the project site. Please remember to include plans. The Crystal Lake Historic Preservation Commission will review applications based on the evaluation criteria and terms outlined in this application.
2. Submit the application to:  
  
City of Crystal Lake  
Historical Preservation Commission  
100 West Woodstock Street  
Crystal Lake, Illinois 60014
3. The application will be reviewed with forty-five (45) days of submission. The Commission will notify the applicant of the meeting date at which the submission will be reviewed. The applicant is encouraged, but not required to attend the meeting to discuss the project with the Commission. After reviewing the information, the Commission may vote on the proposal. The Commission is not required to award the proposal on the night of the review and may request further information or continue the matter until a future meeting.
4. The City will issue a letter to the applicant notifying the applicant of the Commission's approval or denial of the grant request. If the grant request is denied, the applicant may submit a revised application.
5. The applicant is required to secure all necessary zoning approvals and building permits.
6. The project must be completed within 12 months from the date that the Commission voted to approve the project. Under special circumstances, the applicant may request an extension. If requested, an extension shall be submitted in writing to the Commission at least thirty (30) days prior to the scheduled project end date. The Commission will review the extension following the receipt of a written request. Based upon the information received, the Commission will either approve or deny the extension and make their decision known to the applicant via a written response.
7. After the project is completed, the applicant must contact the Commission to review the project and provide photographs of the work. Within forty-five (45) days following this submission, the Commission shall vote on whether the completed work has conformed to the original application and decide whether or not to issue the grant funds. The City will issue a letter approving or denying the disbursement of the grant funds based on the Commission's decision. The awarded applicant shall receive the grant funds within six (6) weeks of Commission approval of final issuance.

Examples of Eligible Work, including but not limited to:

- Interior work only to stabilize the building or façade
- Window repair or replacement
- Door repair or replacement
- Masonry cleaning
- Painting
- Tuck-pointing
- Removal of non-historic elements
- Roofing (per the Secretary of Interior's guidelines)
- Entry replacement or restoration (porch, stoop, storefront)
- Historic signage

Examples of Ineligible Work

- Any work not considered acceptable per the Secretary of the Interior's Guidelines. For more information, please reference [www.nps.gov/history/hps/tps/standguide.com](http://www.nps.gov/history/hps/tps/standguide.com)

Applicant Checklist

Required Application materials

- Completed Façade Grant Application
- Certificate of Appropriateness
- Proof of ownership (e.g., copy of tax bill, warranty deed, title policy, etc.)
- Project description including photos of the project area
- Contractors itemized list of expenses and estimated project costs from at least two (2) contractors

After project completion

- Actual receipts for labor and material costs
- Proof of building permits acquired (if necessary)
- Photos of completed project

## City of Crystal Lake Application for Façade Grant

### Applicant Information

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

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

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

### Owner Information (if different than applicant)

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

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

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

### Property and Project Description

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

Project Description (attach photographs): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimate of Costs: \_\_\_\_\_ (attach the contractors estimates)

Requested Grant Amount: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date