



27400 Southfield Rd
Lathrup Village, MI 48076
(248) 557 - 2600
www.lathrupvillage.org

SIGN GRANT PROGRAM GUIDELINES

Program Description and Intent:

The City of Lathrup Village Downtown Development Authority (LVDDA) has established a Sign Grant Program to encourage high quality signage within the business district. Business signs are one of the most prominent visual elements in a downtown and are an integral part of doing business. The size, location and the design of the sign are important in effectively communicating to the customer. Signs should be proportional in size to the building façade, easy to read and, ideally, placed above the entrance of a business. A variety of different sign types may be permitted in the DDA district, including, but not necessarily limited to:

- Wall Signs
- Window Signs
- Signs on Awnings
- Ground (Monument) Signs

Subject to funding availability, the LVDDA Board of Directors may approve and provide reimbursement for signage up to a maximum grant of fifty (50%) percent of total project cost or two thousand dollars (\$2,000.00). All signs must conform to the City's sign standards which are detailed in [Chapter 52 of Code of Ordinances](#). LVDDA funded signs should complement the architectural character of Lathrup Village and achieve the high standards desired in the business district.

Note: Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.

Applications and Eligibility

Applications will be received and reviewed by the DDA Economic Vitality Committee on a first come, first served basis. The committee will make a funding award recommendation to the Board of Directors, who will make the final decision. All applications must be received at least 30 days prior to the Board of Director meeting date which are typically held on the 3rd Friday of the month at 12 noon. A business is eligible to apply for grants once in a three-year period. In the case of a multi-tenant center, a commercial property owner may apply for one monument sign per parcel.

SIGN GRANT PROGRAM APPLICATION FORM

PROPERTY INFORMATION

Property Address:	
Parcel ID Number:	
Current Zoning:	

BUSINESS INFORMATION

Business Name:			
Business Owner Name:			
Business Mailing Address:			
Phone Number:			
Email:			
Sign Type (circle):	Wall	Monument	Awning

PROPERTY OWNER INFORMATION

Property Owner Name:	
Property Owner Address:	
Property Owner Phone:	
Property Owner Email:	

Applications must include the following attachments to be considered for funding. Incomplete applications will not be accepted or considered for funding:

- ☐ Complete sign package with sealed drawings
- ☐ Cost Estimate
- ☐ Current digital photos of all existing building signage

- ☐ Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification

Completed applications should be returned to:

Lathrup Village DDA
Attn: Susie Stec
27400 Southfield Road
Lathrup Village, MI 48076
sstec@lathrupvillage.org

SIGN GRANT PROGRAM AFFIRMATION FORM

The undersigned applicant affirms and understands that:

1. The information submitted herein is true and accurate to the best of my knowledge.
2. I have read and understand the Sign Grant Program Guidelines and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that the proposed sign cannot be installed until the DDA reviews and acts upon this Sign Grant Program application.
4. I understand that any changes made to the approved Sign without the approval of the DDA will be cause the DDA to withdraw its funding commitment.
5. Any sign grantee that removes or replaces the sign within the first three years of receiving a grant, while the business is still in operation, shall be required to repay to the DDA the total amount of grant funds awarded.
6. I understand that if the grant funded sign is removed within the three years following grant approval for a business that is still operational, shall require the repayment to the DDA of Grant Funds expended.
7. The property owner and business owner shall indemnify, defend, and hold the Downtown Development Authority and the City of Lathrup Village, their affiliates, and their respective officers, directors, council, members, employees, agents, and other representatives harmless from and against all claims, losses, expenses, liabilities, demands, obligations, or damages of every kind and nature (including, without limitation, reasonable attorney fees and expenses) (Losses), arising out of or related to (i) any act or omission of property owner and business owner or (ii) any breach of this Agreement by the property owner and business owner relative to this grant.

Signature – Business Owner

Date

Signature – Property Owner

Date

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SIGN GRANT PROGRAM REIMBURSEMENT REQUEST

Please submit the following information to the Downtown Development Authority (LVDDA) once the sign is installed and final inspection(s) have been conducted.

- ☐ Signed reimbursement request certification
- ☐ Copies of invoices stamped "paid" from all contractors, companies, and/or individuals
- ☐ Proof of payment (limited to copies of canceled checks and/or credit card receipts)
- ☐ Digital photos of all building signage visible from the public right-of-way.

Note: The following pay back schedule shall apply if a business closes or moves out of Lathrup Village within three (3) years of being awarded a facade grant:

Years Out of Business	< 1 year	1-2 years	2-3 years
% of grant repaid to Lathrup Village	75%	50%	25%

Reimbursement Request Certification

I, the undersigned, warrant that all representations of the application submitted under the program are true and accurate and that there has been no material change which would in itself or cumulatively with other events impair the profitable functioning of my business operation. All agreements, warranties and representations made to the City of Lathrup Village Downtown Development Authority are true at the time they were made and shall remain true at the time of submittal for reimbursement under the program. I understand that if my business closes or moves out of the City of Lathrup Village within three (3) years, I will be required to repay the Lathrup Village Downtown Development Authority in an amount as described on in the Sign Grant Program Guidelines. The City of Lathrup Village Downtown Development Authority may in its sole option cancel its assistance commitment either in whole or in part for failure to comply with the requirements of this grant program or applicable codes and regulations.

Date:	
Applicant Name:	
Applicant Signature:	
Business Name:	
Business Address:	
Mailing Address (If different):	
Phone:	
Email:	