



27400 Southfield Rd  
Lathrup Village, MI 48076  
(248) 557 - 2600  
[www.lathrupvillage.org](http://www.lathrupvillage.org)

# FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM GUIDELINES

## Program Description and Intent:

The City of Lathrup Village Downtown Development (LVDDA) Authority has established a competitive Façade Improvement & Site Beautification Grant Program to foster redevelopment throughout its commercial corridors. **Qualifying work includes exterior building and/or site improvements for properties located within the DDA District and which are visible from the public right-of-way.** Funded projects should enhance the built environment of Lathrup Village and achieve the high standards desired in the DDA area. Given that nearly 50,000 cars traverse Southfield Road daily, it is imperative that the commercial district communicates a look and feel of quality.

## Program Scope and Eligibility:

A variety of improvements are eligible for funding, including, but not necessarily limited to:

1. Significant façade repair and treatment
2. New window systems or frame replacement and repair (excluding broken glass)
3. Exterior doors
4. Awnings (without signage)
5. Exterior lighting
6. Exterior building materials for building additions
7. Parking lot improvements (i.e. installation of bumper blocks, sealcoating)
8. Landscaping enhancements
9. Other permanent exterior improvements to the property consistent with the architectural integrity of the building and the City's Village Center Design Guidelines

*NOTE: Green energy improvements may be eligible for reimbursement when accompanied by one or more of the activities listed above.*

### Program Scope and Eligibility (continued):

- Applicants may receive dollar-for-dollar matching funds for up to 50% of the cost of improvements. Projects which encompass façade and site beautification improvements are eligible for a maximum award of \$10,000. Projects that are focused on parking lot and landscaping site improvements are eligible for a maximum award of \$2,500. All grants are subject to available program funding.
- Grant funds are distributed on a reimbursement basis and will not be issued until the proposed project has been completed and all final inspections have been conducted. Work completed prior to receiving a Grant Funding Commitment Letter is not eligible for funding.
- Applications will be reviewed by the DDA Board of Directors at regular monthly board meetings. Successful applicants will be notified following the meeting.
- A business is eligible to apply for grants only once in each three-year period. In the case of a multi-tenant center, a commercial property owner may apply for one Façade Improvement & Site Beautification Program grant per parcel, or, alternatively, individual tenants are able to apply with the consent of the property owner.
- Proposed improvements must be completed and the business must be operational within one (1) year of grant approval by the DDA Board of Directors.
- All work must follow the Village Center Design Guidelines to be considered an eligible project. All parking lot and landscaping work must comply with the standards set forth in Sections 5.13 and 5.15 of the zoning ordinance, as applicable to the proposed projects.
- The Lathrup Village DDA reserves the right to promote the project using signage on-site before, during and after construction and using before/after photos in promotional materials.

The applicant agrees to the provisions above when s/he signs the Application form and subsequent Reimbursement Request Certification.

### Criteria for Selection:

The DDA Board of Directors will review applications and make funding decisions during DDA board meetings. Each application will be measured against the criteria below:

- **Follows the Village Center Design Guidelines.** Our Village Center Design Guidelines suit any commercial property within the DDA District, and help ensure that the parcels along Southfield, 11 and 1 2 Mile Roads incorporate design elements proven to attract business and investment.

- **Increases social activity and visitation.** We want very structure to look its best, but those that simultaneously change the building functionality and site appearance, thereby encouraging the general public to visit the business(es) inside of the building, better achieve the DDA's goal of traditional, retail-oriented downtown district.
- **Authenticity.** Looks and feels natural in the presences of surrounding buildings
- **Impact.** Activities that provide the most "bang for your buck," making good use of resources required to deliver the highest quality and most impacting product.
- **Compliant with city ordinances.** Businesses are expected to have a current business license, up-to-date on their water bill and taxes, and not have any code violations.

*Note: If a business closes or moves out of Lathrup Village within three (3) years of being awarded a façade and site beautification grant, the following pay back schedule shall apply:*

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

## FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM APPLICATION PROCEDURE

1. Contact the Community & Economic Development/DDA Director at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org) or 248.557.2600 ext. 223 to discuss your proposed scope of work and the Façade Improvement & Site Beautification Grant Program *before* any work is done.
2. Review the Village Center Design Guidelines and Section 5.15 Landscaping Regulations.
3. Complete the application and attach all required information and documents:
  - Current digital photos of all building façades visible from the public right-of-way which will receive improvements
  - A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities

- Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
  - For tenants, building owner's consent for improvements is required
  - Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
  - A narrative as outlined below:
    - Description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes.
    - Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
    - Any unusual or expected difficulties or hardships in making the proposed improvements
4. Based on funding availability and the score received by following the criteria listed as part of the application, successful applicants will receive a Grant Funding Commitment Letter from the DDA. Should funding not be available at the time, applicants will be placed on a waiting list and contacted when additional funding is available.
  5. Following receipt of the Grant Funding Commitment letter, the applicant must submit a Building Permit Application to the Building Official for approval, ensuring that all code and permitting requirements are met. All work must comply with the Michigan Building Code, Lathrup Village Code of Ordinances and Zoning Code.
  6. Construction must be in accordance with the approved design. Construction must be completed and business must be operational within one (1) year of receipt of Grant Funding Commitment Letter. **The DDA must authorize any changes from the approved design in advance, in writing, or the DDA may withdraw its funding commitment.**
  7. Upon completion of construction, all work must receive final approval from the city's Building Department. The applicant must then submit copies of paid invoices from all contractors, proof of payment (copies of canceled checks or credit card receipts), a signed Reimbursement Request, and photos of all improvements to the DDA Director.
  8. The DDA will disburse grant funds to the applicant following a DDA final inspection to verify that the work is consistent with the approved grant application and plans. Approved grant funds are available to the applicant for one (1) year from the date of the Grant Funding Commitment letter.

**Submit the completed and signed application to:**

Lathrup Village DDA  
Attn: Susie Stec  
27400 Southfield Road  
Lathrup Village, MI 48076  
[sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org)

**Questions?** Contact Susie Stec at [sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org) or 248.557.2600 ext 223.

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## 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:

- Current digital photos of all building façades visible from the public right-of-way which will receive improvements
- A schematic drawing with enough detail to depict the proposed improvements. For landscaping projects, a complete list of plant species and quantities
- Signed bids from two (2) licensed contractors with detailed costs for each improvement (excluding ineligible portions of improvements, e.g. lettering on awnings), with the right to request additional proposals, if necessary
- For tenants, building owner's consent for improvements is required
- Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- Project description of proposed façade and/or site beautification work, including information about the proposed building/planting materials and methodology for proposed changes
- Business plan which includes a description of your business and the related industry, as well as credentials and experience of business owner
- Any unusual or expected difficulties or hardships in making the proposed improvements

### Completed applications should be returned to:

Lathrup Village DDA  
Attn: Susie Stec  
27400 Southfield Road  
Lathrup Village, MI 48076  
[sstec@lathrupvillage.org](mailto:sstec@lathrupvillage.org)

# FAÇADE IMPROVEMENT & SITE BEAUTIFICATION 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 Façade Improvement & Site Beautification Grant Program Guidelines, Village Center Design Guidelines, Section 5.13 Off-Street Parking, and Section 5.15 Landscaping Regulations and agree to abide by these conditions, as applicable to the proposed project.
3. I understand that any changes made to the approved design without the approval of the DDA may be cause to withdraw the DDA's funding commitment.
4. I understand and agree to the pay back schedule if the business closes or moves from Lathrup Village within three years of being awarded a facade grant.
5. 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.

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Signature – Business Owner Date

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Signature – Property Owner Date

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# FAÇADE IMPROVEMENT & SITE BEAUTIFICATION GRANT PROGRAM REIMBURSEMENT REQUEST

Please submit the following information to the Community & Economic Development Department once all façade and/site beautification work is completed 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 facades, parking lot, and/or landscaping improvements 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 will display the City of Lathrup Village Downtown Development Authority Façade Grant certification in public at my business/property for one year. I understand that if my business closes or moves out of the City of Lathrup Village within 3 years, I will be required to repay the City in an amount as described on Page 3 of the Façade Improvement & Site Beautification 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.

<b>Date:</b>	
<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	
<b>Business Name:</b>	
<b>Business Address:</b>	
<b>Mailing Address (If different):</b>	
<b>Phone:</b>	
<b>Email:</b>	