

Commercial Building Facade Upgrade Program - Guidelines -



**CITY OF
NORTH LAS VEGAS**
Your Community of Choice

**City of North Las Vegas, Nevada
Redevelopment Agency**

**Amended
July 6, 2005**

NORTH LAS VEGAS REDEVELOPMENT AGENCY

FACADE *UPGRADE* PROGRAM

This program provides Redevelopment Agency funds to property owners and tenants who are interested in upgrading the exteriors of their businesses that are located within the boundaries of the City of North Las Vegas Redevelopment Areas.

Program Description

The Facade Rehabilitation Program is administered by the Redevelopment Agency through the Economic Development Department of the City of North Las Vegas. This program provides **Agency financial participation for eligible improvements** agreed upon by the Participant (the property owner and/or tenant) and the Redevelopment Agency.

The Redevelopment Agency staff will consider financial participation for eligible projects in amounts up to \$10,000. Requests for Agency financial participation in excess of \$10,000 will require Redevelopment Agency Board approval. Agency funds do not have to be repaid by the Participant providing the Participant completes his improvements in a timely manner.

Eligible Improvements

1. **Exterior facades**
2. **Exterior lighting** - Decorative fixtures to be affixed to the exterior of a building or lighting for parking areas.
3. **Doors and windows** - Replacement of doors and windows which enhance the appearance of the building which are visible from street frontage.
4. **Exterior wall finishes** - Cleaning, repairing or remodeling the exterior of buildings including painting, brick, tile, stucco or other similar exterior finish and decorative treatments.
5. **Landscaping** - Irrigation systems, landscape materials, walls, fences and related improvements.
6. **Signs** - The design, construction and installation of new signs approved by the Agency and in conformance with the City's sign ordinances and the Municipal Code. Removal of old, obsolete, non-conforming or unused signs is required.
7. **Removal of or demolition of abandoned structures** in a commercial area.
8. **Miscellaneous improvements** - Other improvements not previously detailed which will eliminate blight and/or upgrade the aesthetic appearance of the Redevelopment Area.

Ineligible Work

Roof, billboards, security systems, non-permanent fixtures, interior furniture, fixtures, window coverings, personal property and equipment.

Who is Eligible to Apply

Both property owners and tenants (with the property owner's written consent) of **Commercial/Retail/Office properties** located within Redevelopment Area boundaries.

Financial Assistance

Facade upgrade participation by the Agency can be approved by staff as long as the Agency's contribution does not exceed a maximum of \$10,000. The Agency may fund major projects in excess of \$10,000 at the discretion of the Redevelopment Agency Board.

Requirements

1. Eligible projects must be located within the Redevelopment Area boundaries.
2. The Redevelopment Agency has the sole authority to determine eligibility of the proposed work and acceptability of completed work. The Agency will not participate in any project where improvements have already commenced.
3. Applicants are responsible for obtaining **three (3) bids** or competitive quotes for the proposed work. All contractors must be registered and bonded by the State of Nevada and licensed to perform work within the City of North Las Vegas.

Approved projects will be based on the **lowest** of the three bids. The applicant may select any of the three bidders to construct the improvement, however, the applicant will be responsible for costs in excess of the lowest bid.

Construction contracts will be between the applicant and contractor. The contractor must obtain all required **permits** prior to commencing construction.

4. For grants in excess of \$5,000, upon completion of improvements, participants will provide a Certificate of Insurance evidencing property coverage for "improvements" in an amount not less than the value of the improvements. The time frame for submittal is not less than thirty (30) days.
5. Proposed improvements shall meet all City Building and Planning Department **codes and standards**. Redevelopment staff shall review the designs to insure the aesthetic appearance of the property is upgraded.
6. All facade improvements shall be designed to upgrade the aesthetic appearance of the Participant's property.
7. The applicant must sign off on all work completed on his behalf and for which he is requesting Agency reimbursement. A tenant must provide written owner approval for all improvements.

Procedures

1. Agency staff shall perform an **inspection** to determine that the Participant request for Agency financial participation includes eligible improvements.
2. **Plans/drawings** for improvement shall be submitted to Agency staff along with a formal application for Agency financial participation. Plans shall show size, dimensions, colors, etc., in sufficient detail to determine the aesthetic character of the proposed improvements.
3. Upon **approval** of the Participant's request for financial participation by Agency staff, or the Board, a specified amount will be authorized. Applicant must begin improvements within 45 days of authorization and complete his project within one year or his application will have to be resubmitted. Applicant shall be required to obtain all necessary permits.
4. Upon completion of improvements by the Participant and approval by Agency and City, applicant shall be **reimbursed** by the Agency for its previously approved financial contribution.

General Process

Upon receipt of the application, cost estimates, renderings and building plans, the Agency will approve or reject the application. When the application is approved by the Agency, the Participant will have forty-five (45) days to initiate the project, submit plans, permit applications or begin construction, and one-hundred and twenty (120) days to complete it unless otherwise granted an extension in writing by Agency staff. If the project is not started and completed within 365 days, a new application must be submitted. The fact that Agency participation had previously been approved will have no bearing on subsequent applications. Once the improvements are completed, the Agency will provide the Participant with its previously approved contribution. Upon project completion, the applicant shall provide the Agency with **work receipts** for authorized improvements within ten (10) days. Thereafter, the Agency shall verify improvements/costs.

If an application is not approved by Agency staff, the reason for rejection shall be provided in writing within fifteen (15) working days of the request. Applicants shall have the right to appeal the decision to the Agency Board provided that the appeal is filed in writing to Agency staff within five (5) working days of the date of application denial.

Indemnification

The Participant hereby agrees to indemnify, defend and hold harmless the Agency, and all its directors, agents, officers and employees from any and all claims, suits, or actions of any type, kind or description, brought for, or on account of, applicant's use or receipt of Agency funds pursuant to this application.

Certification

I have used reasonable diligence in preparing this application and agree with the terms and

Agency to allocate funds for the specified object. Only after review and approval, of the application and plans, will the Agency authorize funds for the specified project, and only after completion of the project pursuant to the Facade Upgrade Program will the Agency be obligated to provide the authorized funds.

Date: _____

APPLICANT INFORMATION

_____ Tenant

_____ Owner

Applicant's Name: _____ Phone: _____

Mailing Address: _____

OWNERSHIP INFORMATION (if not applicant)

Owner's Name: _____ Phone: _____

Tenant's Name: _____ Phone: _____

Mailing Address: _____

Owners Approval: _____

PROPERTY INFORMATION

Primary Building Address: _____

Name(s) of Current Business in Building: _____

Land Use Designation: _____

Zoning Designation: _____

Amount of Agency Contribution: _____

Proposed Use of Agency Contribution: _____

PLEASE SUBMIT THE FOLLOWING:

1. Construction Design Plans
2. Bid Information - by a licensed contractor along with contractor's license number
3. Any additional information needed to certify actual hard costs
4. Pictures - before proposed improvement