

Historic Downtown Sign Grant

Approved by Schuyler City Council June 19, 2018

The historic district sign grant program is a 50% matching grant program with a cap of \$1,000 per grant for new, qualifying signage for businesses with the Schuyler Historic District. The grant is provided by LB840 funds and other grant sources through Schuyler Community Development (SCD), Ind. With applications being reviewed by the Downtown Façade Preservation Committee and sent to City Council for pre-approval. Grants are available for commercial buildings located in the downtown district. Any reimbursement would come after the signage is up and completed and the total amount would be based on invoices. Projects may be less than the maximum. Signage grant can include removing awning and old signage, but new signage must be approved and replaced to qualify for the grant.

The purpose of the grant is to stimulate investment into the revitalization and preservation of Schuyler's Historic downtown areas in the interest of public health, safety and welfare. Downtown Schuyler is the historic core of the town and serves as the seat of business, government and service for the community. Downtown is the heart of the historic district and its pedestrian focus and historic buildings invite both residents and tourists. Signage helps residents and tourists identify locations, type of business, promotes business, attracts traffic, enhances appearance of business and creates an outside "Welcome". Good signage should always complement the architecture of the building. Signs that are too large, too abundant or out of place stylistically will convey a poor image and will detract from the aesthetic appeal and historic character of the building and Historic Downtown Schuyler. Good signage is good for business and the Historic District. Good sign design considers all the following factors: Layout, composition, materials, color, size, graphics, typeface and installation. Signs must follow city ordinance.

Who's eligible? Small businesses located with the Downtown Schuyler Historical District (See map). Grants can be used for removal of old signage and/or awnings as long as signage is replaced, fabricate signage for new or existing businesses or to replace signage that is nonconforming or unapproved. Government entities and national franchises are excluded. In order to be considered for the grant, property taxes must be current for all Colfax County properties owned. PLEASE NOTE: Occupants of properties listed for sale may *not* apply for grant funding. No property is eligible to receive the same type of grant more than once in a two-year period.

How much is available? A maximum of \$1000 per business is available to help defray the cost of removal of old signage and/or awning, create new design, fabrication and installation. The amount of the match will be determined by the availability of funds, the number of requests under consideration, and the final invoice total.

How do I get the Money? Sign grant is reimbursable after the signage has been installed and inspected and receipt of payment(s) or cancelled checks(s) with invoice(s) needs turned into the Economic Development Coordinator at Schuyler Community Development, 1119 B street, Schuyler, NE 68661 and recommended for final approval from City Council.

PLEASE NOTE: ****WORK CANNOT BEGIN UNTIL YOU RECEIVE A WRITTEN NOTICE THAT THE PROJECT HAS BEEN PRE-APPROVED AND THEN YOU MAY PROCEED. ****City of Schuyler Sign Permit Application also has to be submitted for approval as a separate document to the Schuyler City Office at 1103 B Street, Schuyler NE 68661.

Grant Steps:

1. *Fill out sign grant application* – SCD Application for Signage Grant may be picked up at Schuyler Community Development, 1119 B Street, Schuyler or download from: <https://schuylerdevelopment.net> under the “Loan Programs” tab
2. *Submit sign grant application* – Sign grant application and appropriate documentation needs to be submitted to the Economic Development Coordinator at the Schuyler Community Development office at 1119 B street, Schuyler or emailed to Schuyler.nedevelopment@gmail.com.

**Sign grant application needs to conform with the design standards and city sign ordinance (See ordinance and city application). City of Schuyler Sign Permit Application needs to be submitted to the City of Schuyler at 1103 B Street, Schuyler.

3. *Sign grant application pre-approval/denial* - Downtown Façade Preservation Committee will meet for sign grant application scoring. If sign grant application is pre-approved by the DFPC, the application will be recommended to City Council for pre-approval.

Businesses will receive a letter acknowledging sign grant application pre-approval or denial. If denied, business will receive explanation. If more information is needed to make a decision, the Economic development Coordinator will contact business owner.

1. **Note:** No work may be started by or on behalf of the applicant prior to the decision of the grant pre-approval or city sign permit approval; such beginning disqualifies the applicant from grant consideration.
4. *Sign work/Completed work* – Applicant has 90 days from the date of written notice of sign grant pre-approval to complete the work. Under certain circumstances, extension may be requested in writing, but must not exceed 180 days. Within three weeks of sign completion, all documentation must be turned into the Economic Development Coordinator at the Schuyler Community Development office at 1119 B Street, Schuyler. Please include all invoices – marked “PADI”, signed and dated by the contractor(s) and receipt of payment of cleared checks (Back and front) for all the sign work covered by the sign grant. Also include copies of the signed contracts with licensed contractors that we chosen to do the work and photographs before and after the completion of the project.
5. *Payment* – Reimbursement can be expected approximately three (3) weeks after all needed documentation has been submitted and approval of completion is given by the Downtown Façade Preservation Committee and submitted to the City Council for payment approval from appropriate grant fund.

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DRCDC Signage Standard for Review:

Extent to which the project advances the goals of improving building appearance/signage

Does not Advance Goals 1 2 3 4 5 Does Advance Goals

Notes: _____

Extent of the projects impact upon the Downtown streetscape and pedestrian atmosphere

Not Enough Impact 1 2 3 4 5 Great Impact

Notes: _____

Historic/Architectural significance of building:

Not Significant 1 2 3 4 5 Very Significant

Notes: _____

Original condition of current signage or lack there of

Poor Condition /No Signage 1 2 3 4 5 Great Condition

Notes: _____

Photograph of current signage or signage space

Yes _____ No _____

Notes: _____

Rendering of new signage including measurements:

Yes _____ No _____

Notes: _____

SCD Application for Signage Grant

Date Submitted: _____

Name: _____

Building Owner

Business Owner

Mailing Address: _____

Phone Number: _____

Email: _____

Property Address: _____

Business Name/Type: _____

City of Schuyler Sign Application filled out and turned into City Office Yes _____ No _____

Please provide a detailed description of the proposed project:

Please provide supplemental information to thoroughly describe the proposed project such as:

Photographs, drawings, product information, samples

Please provide the project costs and attach estimates from contractors and suppliers:

Vendor	Description	Amount
_____	_____	_____
_____	_____	_____

Signature: _____

For office Use Only

Date reviewed: _____

_____ Pre-Approved

_____ Denied

_____ Deferred

Staff Comments:

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