



CITY OF BAKER CITY
APPLICATION FOR
HISTORIC DISTRICT DESIGN REVIEW

Date Received: _____
Application Fee Paid (\$45.00): _____

Name of Business: _____	Business Owner: _____
Business Address: _____	Owner's Address: _____
Phone (Work): _____	Phone (Home): _____
If different than above, please complete the following:	
Name of Building: _____	Building Address: _____
Building Owner: _____	_____
Phone (Work): _____	Owner's Address: _____

	Phone (Home): _____

Person/Business Making Application: _____
Representative: _____

Description of Work: Applicant should describe project fully, giving details on materials to be used as well as colors.

Required Exhibits: Applicant *must submit* the following materials with this application.

- A photo of the existing condition of the building;
- A visual representation of the proposed changes. Such representation may be in the form of project blueprints, plans or sketches, etc.
- Color chips for each color in the proposed project.

Other Requirements: Property owner, or designee, must be in attendance at the meeting. If the owner intends to send a designated representative to the Design Review meeting, it is preferred, though not required, that the owner also attend. Please see the adopted Design Review Guidelines for design requirements.

CITY OF BAKER CITY
APPLICATION FOR
HISTORIC DISTRICT BIG DEAL GRANT

Proposed Cost of Work: \$ _____

BIG DEAL Incentive Grant Being Requested: \$ _____
(50% of total cost - not to exceed \$500.00)

Please include written documentation of cost estimate. Upon approval, a copy of the final invoice will need to be submitted for reimbursement. Grant requests will be considered at the same time of the Design Review approval. See attached guidelines for more information about the BIG DEAL Grant Process.

BAKER INCENTIVE GRANTS FOR
DOWNTOWN ECONOMIC AND AESTHETIC LIVABILITY
(BIG DEAL)

Purpose

Baker City has determined that the preservation and restoration of its downtown historic district is an economic benefit to the community as a whole. Therefore, it has developed an incentive program consisting of direct grants-in-aid to encourage and assist such preservation and restoration of residential and commercial structures located in the contiguous downtown portion of the Baker City Historic District. The intent of the program is to further the establishment of the downtown as an economically sound and attractive center for community life.

Rules

1. Grants may only be given for projects which by law must be reviewed by the Historic District Design Review Commission.
2. In order to qualify for funding, a project must be approved by the Historic District Design Review Commission, must have a significant visual impact on the particular building involved or the Historic District as a whole and must meet all required building codes.
3. Buildings may only qualify for one grant in any 12-month period.
4. Applicants may either be owners, contract purchasers, or tenants. Applications by tenants must also include the written approval of the building owner or contract purchaser.
5. Grants will be limited to a \$500.00 maximum, and awarded on an equal match basis. That is, the amount of grant funds allocated must be matched by at least an equal amount of private contribution to the project. Grant funds will not be paid until after project completion.
6. Grants may be used for materials or labor with the exception of labor of the applicant. Matching funds may be in-kind provided the amount and value are agreed to in advance. *No expenditure of funds or labor performed prior to grant approval by the City Council may qualify unless specifically approved by the Design Review Commission.*
7. The project must be completed within sixty days from the date of approval by the City Council unless an extension is first obtained for good cause from the Historic District Design Review Commission.
8. Grant Procedure
 - (a) Applicant first files a request for funds with city staff including such information as may be required to fully explain the project.
 - (b) After staff reviews for completeness, the application will be forwarded to the Historic District Design Review Commission. The Commission may approve the application, reject it, or request further information from the applicant.
 - (c) The decision of the Historic District Design Review Commission will then be sent to the City Council for final action on the application.
9. Upon project completion, the applicant must submit a final accounting to the city along with the certification of the Chairperson of the Historic District Design Review Commission that the project was constructed as approved by the Commission and City Council. Grant funds will then be distributed pursuant to the terms of the original award.
10. Grants that are awarded for building signage shall be deemed tentative and not final for the purpose of authorizing funding until the sign has been erected and in place for a period of time of at least six (6) months. If the sign should be removed or the business which is the subject of such sign ceases to operate at the same location at any time within said six month period, then the tentative approval of the BIG DEAL grant for the sign shall be revoked and any allocated funds are to be released for other grants. (Resolution No. 3281 passed 4/14/98).