HISTORIC DISTRICT GRANT PACKET

2020 FISCAL YEAR

INFORMATION GUIDE AND APPLICATION
Mission Statement:
The Park City Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, Restoration, and Reconstruction of Historic Structures and Sites in order to create a community that honors its past and encourages Historic Preservation.

Eligibility:
The purpose of the grant is to assist in offsetting the costs of Preservation, Rehabilitation, Restoration, and Reconstruction work. This is a 50% matching grant that requires the applicant to provide 50% of the proposed cost(s) of the project.

Eligible projects for the 2020 Fiscal Year include Repair Projects (defined below) that have been completed or will be completed between July 1, 2019 and June 30, 2020.

Repair Projects, defined by either of the two (2) following definitions:
1. Emergency Funds, to be awarded for projects as defined by “Emergency Repair Work” in the Land Management Code:
   - **Emergency Repair Work**: work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation.*
   *The approvals for emergency repair work shall be the limited scope for the emergency situation.
2. Competitive Repair Funds, to be awarded for projects as defined by “Ordinary Repairs and Maintenance” in the Land Management Code:
   - **Ordinary Repairs and Maintenance**: work done on a Building in order to correct any deterioration, decay, or damage to a Building or any part thereof in order to restore same as or nearly as practical to its condition prior to such deterioration, decay, or damage.

Application:
Applications may be submitted to the Planning Department starting at 8 am on March 9, 2020 and will be accepted until 5 pm on March 31, 2020. Applications shall be submitted in person or by mail – mailing address information below. You will be notified of the selection by April 15, 2020. Work must already be completed or be completed prior to June 1, 2020 in order to be considered.

The Planning Department is located in City Hall at 445 Marsac Avenue, Park City, Utah 84060. Mailed applications shall be addressed as follows:
Park City Municipal Corporation
ATTN: Park City Historic Preservation Planner, Planning Department
P.O. Box 1480
Park City, UT 84060

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.
HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

/ ADMINISTRATIVE REVIEW

PROJECT PLANNER

APPLICATION #

APPROVED

AMOUNT

DENIED

DATE RECEIVED

EXPIRATION

BLDG PERMIT

PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID: ___________________________________________ OR

SUBDIVISION: ___________________________________________ OR

SURVEY: ___________________________________________ LOT #: __________ BLOCK #: ________

APPLICANT INFORMATION

NAME:

MAILING ADDRESS:

PHONE #: ( ) - _______ FAX #: ( ) - _______

EMAIL:

APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #: ( ) - _______

EMAIL:

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

Application Last Updated 3.9.2020
1. Completed and signed **Historic District Grant Application**.

2. Written **Project Description** describing the proposed scope of work and detailed specifications.

3. Submittal of a **Cost Estimate** for the proposed work.

4. **Breakdown of Estimated Costs** of the proposed eligible improvements (page 5).

5. **Historic District Design Review** approval letter. Please contact the Planning Department if this has not been completed. The grant application will not be accepted without this approval letter.

6. Schematic, conceptual **Drawings** as they apply to the proposed project. This may include but is not limited to: site plans, elevations, and floor plans.

7. **Color Photographs** of existing conditions. Include a general view of the building and setting; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.
BREAKDOWN OF ESTIMATED COSTS

<table>
<thead>
<tr>
<th>SCOPE OF WORK</th>
<th>OWNER'S PORTION</th>
<th>CITY'S PORTION</th>
<th>ESTIMATED TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $__________ $__________ $__________

Grant Request: $_______________________ (This amount is reimbursable).
Match: $_______________________ (Same amount as Grant Request)
Total Project Budget: $_______________________ (Grant Request + Local Match)

Match Source: ______________________________________________________

Match Type: ______________________________________________________
ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City’s review of the proposal. Any additional analysis required would be processed through the City’s consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: ____________________________
Name of Applicant: ____________________________
Mailing Address: ____________________________
Phone: __________________ Fax: __________________
Email: __________________
Type of Application: ____________________________

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: ____________________________
Mailing Address: ____________________________
Street Address/ Legal Description of Subject Property: ____________________________
Signature: ____________________________ Date: ____________________________

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner’s Association is the applicant than the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.