

HISTORIC DISTRICT GRANT PACKET

2021 FISCAL YEAR

INFORMATION GUIDE AND APPLICATION

If you have questions regarding the requirements on this application or submittal process please contact Historic Preservation Planner Caitlyn Barhorst at caitlyn.barhorst@parkcity.org or 435-615-5067 (email preferred) or visit online at www.parkcity.org.

HISTORIC DISTRICT GRANT INFORMATION GUIDE

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 up to \$15,000 that requires the applicant to provide 50% of the proposed cost(s). Eligible projects for the 2021 Fiscal Year include Repair Projects (defined below) of Historic Structures and Sites that will be completed between July 1, 2020 and June 30, 2021*.

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 8am on June 1, 2020 and will be accepted until 5pm on June 30, 2020. Applications shall be submitted in person or by mail – mailing address information below. You will be notified of the selection by July 15, 2020*.

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

THIS APPLICATION CYCLE IS NOT A RETROACTIVE AWARDED OF FUNDS FOR WORK ALREADY COMPLETED. WORK MUST BE PROPOSED BETWEEN JULY 1, 2020 AND JUNE 30, 2021 IN ORDER TO BE CONSIDERED.

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PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE ° PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

/ ADMINISTRATIVE REVIEW	PROJECT PLANNER	APPLICATION #	_____
APPROVED	_____	DATE RECEIVED	_____
AMOUNT	_____	EXPIRATION	_____
DENIED	_____	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: _____

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SUBMITTAL REQUIREMENTS

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

SCOPE OF WORK	OWNER'S PORTION	CITY'S PORTION	ESTMATED TOTAL COST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

Grant Request: \$ _____ (This amount is reimbursable).

Match: \$ _____ (Same amount as Grant Request)

Total Project Budget: \$ _____ (Grant Request + Local Match)

Match Source: _____

Match Type: _____

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PROPOSED TIMELINE

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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: _____

PRINTED

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: _____

PRINTED

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.

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