OLD TOWN FACADE IMPROVEMENT PROGRAM

GUIDELINES AND APPLICATION
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SECTION I - OVERVIEW OF PROGRAM

A. Purpose, Goal and Objective of Program

The City of Placentia, in its continuing effort to support the development of the Old Town Placentia District, has created the Old Town Facade Improvement Program (Program) for all property owners within the District. The Program, in concert with the Old Town Placentia Revitalization Plan, will continue the process of creating a more inviting character for the Old Town area. The purpose of the Program is to enhance economic opportunities in the Old Town Placentia District, and to encourage additional investment in the City’s historic downtown district. The Program will help create a pedestrian-friendly, aesthetically pleasing environment for residents, visitors and tourists, and may also create substantial economic benefits for merchants and property owners as a result of increased interest and activity in the Old Town Area. The Program will provide financial assistance in the form of a grant to commercial property and/or business owners to make facade improvements to commercial buildings located within Old Town Placentia District in the City of Placentia.

The goals of the Program are to
- Facilitate commercial revitalization
- Stimulate private investment and customer patronage
- Preserve and beautify the Old Town Placentia District
- Generate shopping opportunities and create a pleasant walking environment by improving the visual aesthetics of commercial building facades.

The objective of the program is to assist in restoring, substantially beautifying, and/or enhancing the entire façade or elevation of a commercial building. Additionally, Program is intended to assist projects that promote retail activities, create an attractive environment, encourage neighborhood character and architectural design, use quality materials, and incorporate good design concepts.

B. Source of Funds

Funding for the Program will derive from the Community Development Block Grant (CDBG). The funding allocation for this program is based on annual allocations provided by the U.S. Department of Housing and Urban Development.

The Program will support property owner’s investments in eligible improvements to the appearance of their building’s storefront façade up to a maximum amount of $10,000 in grant funding. The Program will only fund projects that significantly improve the visual appearance of the whole façade of the property from the street. Design and permit fees associated with the construction are also eligible.
projects costs. The following provides the program's criteria for eligibility and the approval process.

C. Program Requirements

Only properties located in the Old Town Placentia District are eligible to apply to the Program.

Old Town Facade Improvement Program Boundary

- Maximum grant amount is up to $10,000 per property/business owner (s). The City Administrator may approve an additional $5,000 for a total grant amount of $15,000.
- Property owner must submit plans and elevations with approved application.
- All applicable Planning and Building permits must be obtained from City.
- Applicants for this program are exempt from Planning and Building permit fees by the City Administrator, who is authorized to waive City fees associated with this program. This fee exemption does not apply to fees mandated by the State of California including, but not limited to, the California Green Building Standards fees.
- Work must be completed within six (6) months of grant award.
- Commercial buildings and mixed-use. No residential property.
- A payment of the grant fund will be made available at the conclusion of the construction.
- Only one grant will be awarded per building within a ten-year period.
• Only improvements to facades that directly front a public right-of-way are eligible for funding.
• Any building with a current zoning or building code violation is not eligible for the Program.
• The City Administrator and the Director of Development Services will have the discretion on determining the grant award to either property owner or business owner.

D. Program Priority
The following criteria will be considered as a basis of assigning priority to applications.

1) Properties or areas that historically have been targeted for graffiti and/or are prone to blight.

2) Projects that provided significant value to the Old Town Area or Placentia Metrolink Station.

3) Properties or areas adjacent to new public facilities such as the Parking Structure.

4) Projects that involve a historical restoration/renovation of a building.

5) Properties facing Santa Fe Avenue and/or Bradford Avenue.
SECTION II - APPLICANT ELIGIBILITY
REQUIREMENTS

A. Property Ownership
The applicant(s) must be either the current property owner(s) or the current business owner(s) (tenant) to be rehabilitated in order to be eligible for Program assistance. Business owner must obtain consent from current property owner. Individuals, partnerships, corporations, and other legal entities may apply for assistance. The existing grant deed must list all current owners of the property. Property owner(s) shall be construed to be any person(s) or legal entity that holds title to the subject property. In the case of multiple ownership, the signature of each titleholder is required on all appropriate documents. The City will verify property ownership and require all persons currently on title to give written consent to all work proposed to be performed on the property prior to initiating such work.

B. Program Limitations
If a building or qualified units is occupied by one tenant occupant, the maximum number of applications is one per façade. If a building has multiple independent units, each unit with a separate entrance, which has a wall that qualifies as an exterior façade, may make a separate application on the basis of one application per façade. For buildings with multiple tenant spaces and one tenant has applied for grant funds under this program for a portion of the building, the proposed work should be consistent with the historic fabric of the building. If a portion a building has been improved with Program funds, subsequent applications for the remaining portions of the building should be consistent with the prior grant work.

C. Program Exclusions
The following businesses are not eligible to receive Program assistance: residential, residential rental buildings (apartments), unless connected to mixed use building, home-based businesses, structures not facing the public right-of-way, churches and other religious institutions.

D. Capacity
Property owners or current business owners must be of legal age and must have the capacity to enter into binding contracts.

E. Conflicts
No member of the City Council and any employee, official, or consultant who exercises any policy decision-making function about the program is eligible for program assistance.
SECTION III – PROPERTY ELIGIBILITY REQUIREMENTS

A. Eligible Commercial Properties
To be eligible for the Program assistance, the property to be rehabilitated must be in the Old Town Placentia District and meet the following requirements:

- Business must be located in the project boundary (see Section 1.C)
- Storefront must be visible from Santa Fe Avenue or Bradford Avenue.

B. Minimum Property Rehabilitation Standards
All work performed under the provisions of this Program shall meet all applicable standards contained in the City's adopted zoning ordinance, local building and safety codes. The City's Municipal Code can be viewed on the City's web site at: http://qcode.us/codes/placentia/.

C. Eligible Property Improvements
The City has determined that the Program assistance may only be used for exterior rehabilitation items. Such exterior improvements may include, but are not limited to

- Murals, if they are professionally done, provide an important aesthetic improvement and/or improve an expanse of wall or surface prone to graffiti.
- Historic building restoration (removal of non-historic materials or additions such as stucco and exposing original masonry/brick)
- Exterior façade treatments (stucco, brick veneer, paint removal, etc.)
- Colonnade replacement with awning, canopy, or other shade solution
- Exterior painting of buildings visible from public right-of-way
- Facade/brick cleaning
- Signage repair or replacement
- Exterior doors
- Window and window frame replacement
- Exterior lighting and electrical work
- Landscaping related to exterior features
- Permanent exterior signage

The following improvements are ineligible under this program:
- Any improvements not visible from the public right-of-way or publicly owned space
- Parking Lot resurfacing
- Nonvisible mechanical equipment screening
- Interior improvements/remodeling
- Temporary, portable, or non-permanent improvements
- New construction
- Business operations-related costs
- Property acquisition, debt refinancing, expansion of building area, or conversion of building use
- Normal maintenance and repair
- HVAC repair/improvements
- Plumbing repairs/improvements

Applications for property improvements will be prioritized according to the following criteria:

1. Properties or areas that historically have been targeted for graffiti and/or are prone to blight.
2. Projects that provided significant value to the Old Town Placentia District or Placentia Metrolink Station.
3. Properties or areas that lead to new public facilities such as the Parking Structure.
4. Projects that involve a historical restoration/renovation of a building.

1. Mural Projects
For those interested in pursuing a mural project, please see below the requirements for this type of project. All mural projects must be approved by the Director of Development Services.

Content:
The content/subject matter of the mural shall be of historical significance, reflecting the growth and development of the City of Placentia. Murals shall not focus on individuals, but on broad historical themes. Potential subject matter may include:

- Images representative of historic eras important to Placentia, such as the citrus industry period.
- Significant buildings/structures
- Significant events/activities.

Construction:
Murals shall be of exceptional design and quality, and should incorporate high quality materials that enhance the overall development and appearance of the selected site. In addition:
• Materials used for murals may include paint, tile or mosaic.
• The mural shall be designed and installed by a qualified artist/muralist.
• Advertising, political, and gang-affiliated type of messages along with content not suitable for persons under 18 years old incorporated into the mural image will be prohibited.
• If the mural should require special lighting or other related construction, all applicable city building permits will be required as part of the installation process.

Some examples of images or themes that meet eligibility requirements:

![Examples of images or themes](image)

Additional examples can be seen in Section V of the guidelines.
SECTION IV - PROGRAM PROCEDURES

A. Applicant Intake and Eligibility

1. Application and Required Documents
   Applications are available at the Placentia City Hall or online at www.placentia.org. Each application must be completed in its entirety, signed and submitted with all required documents as listed in the application, including a grant deed, signed proof of ownership or lease agreement. Applications will be reviewed in the order in which they were received. The City will maintain a waiting list for all prospective participants. Incomplete applications will not be processed.

2. Review of application
   All complete applications will be date stamped when received and processed in that order. Applications will be subject to review by Façade Improvement Program Committee (Committee) will consist of two City Council Members of the Planning and Economic Development Ad-Hoc Committee, City Administrator, Director of Development Services and the Assistant to the City Administrator. Application may be subject to additional review by the Historical Committee, when applicable.

   The Committee will evaluate the applications based on program’s scoring criteria, which can be found in Appendix B.

   Incomplete applications will not be processed until all requested information is submitted. A notification letter will be sent to applicants concerning the approval or denial of the Application. Eligible applicants will be contacted to enter into an agreement with the City and schedule a property inspection.

B. Property Inspection

1. Initial Inspection:
   A site visit will be arranged between the Development Services Department staff and the property owner and/or business owner to undertake an inspection of the building and to develop specifications for the Program. Staff will inspect the property to ensure that the building meets code requirements for the exterior of the building.
2. **Follow-Up Inspection:**

   If City Staff finds code violations during the initial inspection, the property owner and/or applicant will be required to correct those violations before continuing in the Program process. A follow-up inspection will be arranged between City Staff and the property owner and/or business owner to ensure the property is up to code.

C. **Contractor Selection**

1. **Procurement:**

   Applicants are free to select their contractor. The chosen contract must comply with the City’s requirements for contractors. The City reserves the right to obtain additional bids/estimates to determine the validity of the proposed project.

2. **Contractor Requirements:**

   The City shall maintain a file for each contractor performing work pursuant to the terms and conditions of this program. The file shall include the following information:

   i. Copies of the contractor's current liability and worker’s compensation insurance policies;
   ii. Copies of the contractor's current California Contractor's License;
   iii. Copy of contractor's City Business License.
   iv. Provide a subcontractor list as applicable.

   Any contractor with an expired General Liability and/or Workers Compensation insurance or a valid state contractor’s license shall be removed from the job until he/she is able to provide proof of current insurance and/or license. All contractors shall be required to obtain a City Business License prior to the issuance of a building permit.

   In addition, the Contractor must provide a portfolio of relevant work performed within the last two years related to a façade improvement program or a historic building restoration project.

3. **Ineligible Contractors:**

   i. In accordance with CDBG guidelines, the City and the applicant(s) shall agree not to award any contract for rehabilitation work, to be paid for in whole or in part with proceeds from the Program, to any contractor who does not have a valid state contractor's license, who cannot produce sufficient evidence of current Worker’s Compensation and Liability Insurance coverage, or who is on the federal Housing and Urban Development's (HUD's) Debarred Contractor list.
ii. All owner/builders, or any member of the applicant's family or extended family, are considered ineligible, regardless of credentials or license. Any ineligible contractor found working at the job site will be removed immediately, without compensation.

D. Award of Grant

1. Notification:
   The City shall notify the selected contractor of the award of the grant award and shall establish date, time and place for the pre-construction conference. The pre-construction conference will include City Staff, property/business owner(s) and contractor.

2. Agreement:
   The agreement for the approved facade improvements shall be prepared by the City Attorney’s Office and shall be entered between the property/business owner(s) and the City.

3. Private Arrangements:
   The City cautions the property/business owner and the contractor not to enter “side deals" for additional work or deviations from the approved scope of work.

4. Pre-Construction Meeting:
   Prior to construction, the City will arrange a pre-construction meeting which shall be attended by the contractor, the property/business owner(s), and representative City staff. The purpose of this meeting is to explain all applicable HUD requirement, explain all Program requirements and procedures, coordinate and schedule the work start date, and answer questions related to contract documents.

5. Start of Construction:
   No work shall commence until a “Notice to Proceed” has been issued to the contractor, signed by the property/business owner(s) and the City. In addition, no work shall commence until all required permits have been issued by the City’s Building and Safety Division.

   1. The contractor shall contact the Development Services Department to obtain all requirements for plan submittal to obtain building permits for the City’s Building and Safety Division. Plans will be reviewed by the City’s Building and Safety and Planning divisions. The contact information for the Development Services Department is as follows:
2. Applicants for this program are exempt from Planning and Building permit fees by the City Administrator, who is authorized to waive City fees associated with this program. This fee exemption does not apply to fees mandated by the State of California including, but not limited to, the California Green Building Standards fees.

E. Reimbursement Process

1. Upon approval, the City of Placentia will enter into agreement with the applicant and approved work may begin immediately after the agreement is fully executed.

2. Applicants are responsible for obtaining all necessary permits (including building permits) and authorities from the City.

3. Staff will inspect the project to ensure compliance with grant.

4. Work must be completed within six (6) months of grant award.

5. All work must comply with approved plans.

6. Grant funds will only be disseminated to the contractor not the applicant, once the construction of the City approved improvements has been completed and has been inspected by City Staff.

7. Grant funds will be disseminated upon the issuance of a Notice of Completion has been issued by City Staff.

F. Applicant Responsibilities:

1. Property Maintenance:
   The property/business owner(s) is/are responsible for property maintenance during the rehabilitation work (contractor is responsible for keeping the property clean of all construction material). The property/business owner(s) is/are responsible for insuring that the rehabilitation work is not impeded because of their actions or the actions of their tenant(s). The City shall encourage the contractor and his/her
employees to provide adequate pedestrian and property protection at the
construction site.

2. Property Tax Bills:
Current property tax bills for the subject property must be current. The
property owner(s) is/are responsible for insuring that the property taxes
are current. The City will verify that the property taxes for the property
are current. If the property’s tax statement indicates a delinquency, at the
time of the Program application, the City shall not proceed with grant
processing until it is supplied with a Certificate of Redemption from the
Los Angeles County Tax Assessor’s Office or other appropriate
documentation of proof of payment.

3. Notice of Completion:
The property/business owner(s) is/are responsible for scheduling a final
job completed inspection with the City’s Building and Safety Division. The
City will verify that the project received a passing final inspection. After all
requirements have been met, the City will issue a Notice of Completion
to the property/business owner(s).
SECTION V: EXAMPLES OF FACADE IMPROVEMENTS PROJECTS

Example 1

Types of Project: Mural
Description: These are examples of street walls decorated with faux painted advertising mural. This particular project is located, within the Victoria Gardens shopping center in Rancho Cucamonga, CA.
Example 1

Types of Project: Mural/ Artwork
Example 2

**Type of Project: Historic Building Restoration**

Description: This is an example of a historic building restoration project located in the downtown area of Mesa, Arizona.

Before:

![Before Image]

After:

![After Image]
Example 3

Type of Project: General Facade improvements
Description: This is an example of property improvement project that included new paint, cornice, siding, windows, doors, awning, detailing and other signage.

Before:

After:
A. **City of Placentia Business License**  
Applicants must have a current City of Placentia Business License to be eligible to apply for funding. To apply for a Business License or obtain more information, you may visit the Business License Division service counter in City Hall, Monday – Thursday from 7:30 a.m. to 6:00 p.m.

B. **Fire and Flood Insurance Requirements**  
Applicants are obligated to carry sufficient fire insurance coverage on the subject property to be rehabilitated under the provisions of this Program. Prior to any grant assistance, minimum fire insurance coverage shall be provided in an amount which is equivalent to the value of the subject building or structure including the proposed rehabilitation improvements. Uninsured applicants must obtain coverage in the required amount prior to receiving grant assistance. Applicants in a "Flood Hazard Area" will be required to purchase flood hazard insurance.

C. **Substitution of Contractor**  
In the event that the selected contractor shall fail or refuse to complete the work, in a professional and workman like manner, as set forth in the Rehabilitation Construction Contract, including its General Conditions and Standard Specifications, or fails to use due diligence in performing the required work, the applicant may terminate the Rehabilitation Construction Contract, upon providing a written notice to the City and Contractor. The City shall assist the applicant in completing the necessary termination document(s) as needed. No further rehabilitation is to commence until an agreement releasing the original contractor from his/her contractual obligations, is on file with the City, and a new contract is signed between the substitute contractor and the property owner(s).

D. **Non-commencement by Original Contractor**  
The applicant shall notify the City in writing that the original selected contractor has failed to perform the rehabilitation work and the reason(s) why a substitution of contractor has been requested. The applicant(s) shall obtain additional bids from contractors willing to perform the rehabilitation work. A new Rehabilitation Construction Contract, Notice to Proceed, and Waiver and Hold Harmless Agreement shall be prepared by the City and appropriately signed.

The City shall inspect the job site and compile a list of incomplete or unacceptable items to determine the extent of work to be completed by the substitute contractor.
A meeting shall be held between the City, the applicant(s) and the original contractor to establish an amount and method of payment for any work which has been completed in accordance with the agreement. Funds withheld from the original contractor shall be identified. Lien releases and invoices from the original contractor and subcontractor(s) shall be provided. The City shall prepare a revised work write-up, based upon the inspection findings, which shall contain only those items necessary to complete the job. The applicant(s) shall obtain bids from contractors willing to perform such work, and to the extent possible, assure that the new contract does not exceed available grant funding. A new Rehabilitation Agreement and Notice to Proceed shall be prepared by the City and appropriately signed.

E. Maintenance Requirements
By accepting grant funds, the applicant(s)’ commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings, clean and free of graffiti for a minimum of twenty (20) years at the property/business owner(s)’s expense. Any damage to the facade is to be repaired immediately by the applicant so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, the applicant is required to touch-up painted areas and perform any other repairs needed to maintain building appearance including the annual cleaning of awnings (if applicable) at the property/business owner(s)’s expense.
Amendments to these guidelines may be made from time to time by the City. Vested authority shall be granted to the City Administrator or his/her designee to grant a minor waiver or make minor amendments to these guidelines, with the exception of Federal regulations. All major amendments to these guidelines shall be approved by the City Council.
**CITY OF PLACENTIA**  
**OLD TOWN FACADE IMPROVEMENT PROGRAM**  
**APPLICATION**

**CHECKLIST**
Complete this checklist to ensure all required documents are included. Incomplete applications will not be considered.

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<td>☐</td>
<td>Complete Old Town Facade Improvement Application</td>
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<td>Organizational Documentation. (Articles of Incorporation, LLC Operating Agreement, etc.)</td>
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<td>Personal Background Exhibits</td>
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<td>Owner's Signature on Application - Required if Applicant is not the owner of the property.</td>
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<td>List of All Tenants and Businesses in the Building.</td>
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<td>Copy of Applicant’s City Business License. ☐ Check here if not applicable.</td>
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<td>Statement of Project Description.</td>
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<td>A written statement of what the facade project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on facade, etc.</td>
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<td>Photographs of Existing Facade.</td>
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<td>Submit several photos of your building in its current condition. If necessary, also take several photos of buildings in the area to demonstrate that your proposed improvements will maintain the character of the area. Be sure to label each photo and indicate what improvements you are proposing to make in each. Photos must be submitted electronically in JPEG format.</td>
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<td>Drawings of Proposed Facade Improvements.</td>
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<td>Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the City's sole discretion. In addition to a conceptual drawing, include product sample sheets of design elements such as windows, doors, lighting, canopies, etc. showing colors, size, type of material, etc.</td>
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<td>Detailed Cost Estimates Bids for Proposed Improvements.</td>
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<td>You must submit a minimum of two cost estimates from qualified contractors. Estimates should include all details of approved scope of work.</td>
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Return all completed applications with all required attachments to:

City of Placentia  
Development Services Department  
401 East Chapman Avenue, Placentia, CA 92870
### PROJECT INFORMATION

#### Applicant Information

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#### Property Owner Information

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#### Business Owner Information

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<td>Tax ID#:</td>
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<tr>
<td>California State Contractor’s License#:</td>
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<tr>
<td>City of Placentia Business License#:</td>
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<tr>
<td>Contractor’s Signature - Improvements Approved:</td>
<td>__________________________________________________________________________</td>
</tr>
</tbody>
</table>

## Statement of Project Description:

Please describe the scope of the proposed improvements below (include a summary of the building’s current condition, areas to be improved and how, as well as any proposed materials or colors). You may attach additional sheets if necessary or use a separate page to provide written statement.

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**Scope of Work:**
You may attach additional sheets if necessary or use a separate page to complete the items below.

**Proposed Improvement Budget**

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**Requested Façade Improvement Program Grant Amount:** $__________

**Project Timeline**

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City of Placentia – Program Guidelines & Application  Page 26 of 37
DEMOGRAPHIC INFORMATION

The following information is **required** by the City of Placentia, a recipient of funds from the U.S. Department of Housing and Urban Development (HUD) for statistical purposes only (Section 570.506 (g) (2) of 24 CFR). The City of Placentia is **required** to submit Grantee Performance Reports for statistical information purposes to HUD. For your protection, the law provides that a lender may not discriminate on the basis of this information. Failure to provide this information, however, will result in the City of Placentia **not** funding your grant.

- The applicant and co-applicant are each to mark one box only.
- If you are of a single race, you will only check a box in Row A.
- If you are of multiple races, you will only check a box in Row B.
- If you are of Hispanic/Latina Ethnicity, you will only check a box in Row C.

<table>
<thead>
<tr>
<th>Demographic Information for Grantee Performance Report</th>
<th>Applicant</th>
<th>Co-Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Single Race Category</td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td></td>
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<tr>
<td>Asian</td>
<td></td>
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<tr>
<td>Black or African American</td>
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<tr>
<td>Native Hawaiian or Pacific Islander</td>
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<tr>
<td>White</td>
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<tr>
<td><strong>B</strong> Multiple Race Combination</td>
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<td></td>
</tr>
<tr>
<td>American Indian/Alaska Native &amp; White</td>
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<tr>
<td>Asian &amp; White</td>
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<tr>
<td>Black or African American &amp; White</td>
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<td></td>
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<tr>
<td>American Indian/Alaska Native &amp; Black or African American</td>
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<tr>
<td>Balance or Other</td>
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<tr>
<td><strong>C</strong> Hispanic/ Latino Ethnicity</td>
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<td>Mexican/Chicano</td>
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<tr>
<td>Puerto Rican</td>
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<td>Cuban</td>
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<tr>
<td>Other Hispanic/Latino</td>
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</tbody>
</table>
GENERAL CONDITIONS

• The applicant is solely responsible for all safety conditions and compliance with all municipal, county, state and federal safety regulations, building codes, ordinances, labor and wage laws, and other applicable regulations.

• Work completed prior to final grant approval is not eligible for funding. The applicant will not seek to hold the City of Placentia and/or its agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Old Town Facade Improvement Program.

• The applicant agrees to maintain the property and improvements for a minimum of 20 years.

• The applicant authorizes the City of Placentia to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in city of Placentia materials and press releases.

• The applicant understands the City of Placentia reserves the right to make changes in conditions of the Old Town Facade Grant Program as warranted.

• All agreements must include attachment of HUD Form #4010: “Federal Labor Standards Provisions”, which can be obtained from Community Development Program Staff, as well as the applicable prevailing wage rates for the project.

• If at any time you wish to withdraw your application, you must notify the City of Placentia Development Services Director in writing at 401 East Chapman Avenue, City of Placentia, CA 92870, a soon as possible.
APPLICATION CERTIFICATION

Please read the statements below and certify that you understand:

☐ I/we certify that the building owner is the owner of the property.

☐ I/we certify that there are no current code enforcement actions pending against this property*.

☐ I/we have attached a copy of all current leases.

☐ I/we have attached relevant photos of the building facade(s) to be included in this program.

☐ I/we have reviewed the program overview and guidelines, have familiarity with responsibilities of each party and understand that:
  ○ The Old Town Facade Improvement is paid to the contractor as reimbursement of paid invoices.
  ○ All services to be performed by contractors shall be the subject of agreement between applicant and contractor(s).
  ○ The Agency shall not assume any liability for such agreements, except as specifically authorized by the program.

☐ I/we have read and understand the City of Placentia program guidelines, accept the qualifications and conditions and through signature(s) below, certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the City of Placentia in the implementation of this program. I understand that this is a voluntary program, under which the City of Placentia has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature _____________________________________ Date _______________

Property Owner’s Signature ________________________________ Date _______________
(if separate from applicant)
Old Town Façade Improvement Program

Scoring Criteria

Applications to the Old Town Façade Improvement Program will be evaluated by the Façade Improvement Program Committee using this scoring system. The Façade Improvement Program Committee will consist of two City Council Members of the Planning and Economic Development Ad-Hoc Committee, City Administrator, Director of Development Services and the Assistant to the City Administrator. In addition to the Scoring Criteria, applicants must meet all other program requirements outlined in the Façade Improvement Guidelines to be considered for funding. Based on funding availability, the applicant(s) with the highest combined scores from Façade Improvement Program Committee will be awarded. A score of 4 is the highest for each category and a score of 1 is the lowest for each category.

APPLICANT:__________________________________________________ NUMBER _______

ADDRESS:___________________________________________________________________

RATER NAME:___________________________________________  DATE: ______________

<table>
<thead>
<tr>
<th>VISIBILITY: Certain buildings and businesses are important to downtown’s character because of their location, size, and/or architectural details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The building is highly susceptible to graffiti.</td>
</tr>
<tr>
<td>Key, highly visible elements of the building will be improved.</td>
</tr>
<tr>
<td>The building is highly visible due to its location (prominent intersection, directly facing Bradford/Santa Fe, larger than surrounding properties, etc.).</td>
</tr>
<tr>
<td>Improvements will significantly impact revitalization efforts in downtown.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIGN: Some changes may benefit a property’s aesthetics significantly.</th>
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</thead>
<tbody>
<tr>
<td>The plan is consistent with Placentia’s Old Town Revitalization Plan design guidelines and development standards.</td>
</tr>
<tr>
<td>Proposed improvements will enhance the aesthetics of the building and surrounding Old Town Placentia.</td>
</tr>
<tr>
<td>The proposed work complements neighboring property.</td>
</tr>
<tr>
<td>A professional designer contributed to the plan.</td>
</tr>
<tr>
<td>Historic characteristics are enhanced and/or restored.</td>
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**SUSTAINABILITY/PERMANENCE:** some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to project with significant permanence.

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<tr>
<td>Improvements are more than temporary cosmetic touches. Improvements have lasting value and will enhance the integrity of the property.</td>
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<tr>
<td>Project includes a maintenance plan for the improvements.</td>
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<tr>
<td>Applicant owns the building and plans to invest in additional projects.</td>
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**COMMUNITY CONTRIBUTIONS:** businesses that focus on the community as a whole build a better place for people to live, visit, work, and play. Priority will be given to businesses that actively give to the community.

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<tr>
<td>The property has not current code violations or past violations that have been documented.</td>
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<tr>
<td>Applicant keeps area around the business clean and free of debris on a consistent basis.</td>
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<tr>
<td>Applicant participates in downtown organizations and events that promote the community.</td>
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<tr>
<td>Applicant actively promotes the community and their business.</td>
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**BONUS:**

The project overwhelming positively impacts economic activity in the community.

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**TOTAL**

**COMMENTS:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**RATER SIGNATURE:** ________________________________
Appendix C
Façade Improvement Grant Agreement
CITY OF PLACENTIA
Façade Improvement Grant Agreement

THIS AGREEMENT, entered into this _______ day of _____________________,
_______, between the City of Placentia, Ca (hereinafter referred to as “City”) and the following
designated OWNER/LESSEE, to witness:

Owner Name: _______________________________________
Lessee’s Name: _______________________________________
Name of Business: _______________________________________
Business Tax ID#/Social Security#: ___________________________
Address of Property to be improved: ___________________________

WITNESSETH:

WHEREAS, the City of Placentia has established a Façade Improvement Program for
application within the Old Town Placentia District (“District”); and

WHEREAS, said Façade Improvement Program is administered by the City with the
advice of the City Council and is funded by the Community Development Block Grant Funds
(CDBG) under the U.S. Department of Housing and Urban Development for the purposes of
controlling and preventing blight and deterioration within the District; and

WHEREAS, pursuant to the Façade Improvement Program, the City has agreed to
participate, subject to its sole discretion in reimbursing owners/lessees/contractor for the cost of
eligible exterior improvements to commercial establishments within the District up to a
maximum of $10,000; and

WHEREAS, the Owner/Lessee’s property is located within the District, and the
Owner/Lessee desires to participate in the Façade Improvement Program pursuant to the terms
and provisions of this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and agreements obtained
herein, the City and the Owner/Lessee’s do hereby agree as follows:

SECTION 1

With respect to the façade improvements to the structural elevation fronting a public
roadway and related improvements, the City shall reimburse the CONTRACTOR for the cost of
improvements costs up to a maximum amount of $10,000.

The actual total reimbursement amounts per this Agreement shall not exceed $ ______ for façade improvements. The improvement costs, which are eligible for City
reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the City. Such plans, design drawings, specifications, and estimates are attached hereto as EXHIBIT A.

SECTION 2
No improvement work shall be undertaken until its design has been submitted to and approved by the City. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work within one hundred eighty days (180) from the date of such approval. The OWNER/LESSEE may request a ninety-day (90) extension provided there is a demonstrated hardship.

SECTION 3
The City shall periodically review the progress of the contractor’s work on the façade improvements pursuant to the Agreement. Such inspections shall not replace any required permit inspection by the Building Inspectors. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.

SECTION 4
Upon completion of the improvements and upon their final inspection and approval by the City, the OWNER/LESSEE shall submit to the City a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the façade improvement related work. In addition, the OWNER/LESSEE shall submit to the City proof of payment of the contract cost pursuant to the contractor’s statement and final lien waivers from all contractors and subcontractors. The OWNER/LESSEE shall also submit to the City a copy of the architect’s statement of fees for professional services for preparation of plans and specifications for the façade improvements. The City shall, within forty-five (45) days of receipt of the contractor’s statement, proof of payment, and lien waivers, and the architect’s statement, issue a check to the contractor as reimbursement in the total grant amount stated in SECTION 1 of this Agreement.

SECTION 5
If the OWNER/LESSEE or the OWNER/LESSEE’S CONTRACTOR fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the City shall cease and become null and void.

SECTION 6
This Agreement shall be binding upon the City and upon the OWNER/LESSEE and its successors, to said property for a period of twenty (20) years from and after the date of completion and approval of the façade improvements provided herein unless otherwise agreed.
upon by the parties in writing. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(S)/LESSEE(S) of the provisions of this Agreement.

SECTION 7
The OWNER/LESSEE agrees to maintain the Improvements at his/her sole expense for a period of twenty (20) years unless otherwise agreed upon by the parties in writing. In the event that the OWNER/LESSEE fails to maintain the Improvements, the City may issue a thirty-day written notice to the OWNER/LESSEE to correct any maintenance deficiencies. If the OWNER/LESSEE fails to correct the stated deficiencies within 30 days of the notice, the City may cause any maintenance or repair work to be performed at the OWENER's expense.

SECTION 8
In the event that the OWNER sells or conveys the property prior to the termination date of the Façade Improvement Grant Agreement, the OWNER/LESSEE shall declare the existing encumbrance to buyer and buyer must assume the remaining obligation and terms of the original Façade Improvement Grant Agreement. If the OWNER fails to obtain such agreement, the OWNER/LESSEE must repay the Reimbursement Amount to the City as follows:

a. If the OWNER sells or conveys the property within twenty (20) years of execution of this Agreement, 100% of the Reimbursement Amount will become due to the City immediately upon sale or conveyance of the Property.

After twenty (20) years of successful maintenance of all façade improvements, the OWNER/LESSEE will be relieved of all financial obligations to the City.

SECTION 9
The OWNER/LESSEE agrees to comply with all the requirements now in force, or which may hereafter be in force, of all municipal, county, state and federal laws, pertaining to the development and use of the Property and construction of the façade improvements, as well as operations conducted on the Property. The OWNER/LESSEE agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from noncompliance with all municipal, county, state and federal laws. The OWNER/LESSEE will require any CONTRACTOR to comply with the above cited Local, State and Federal Laws, and will incorporate these laws in any written agreement between the OWNER/LESSEE and a CONTRACTOR.

SECTION 10
No member, official, agent, legal counsel or employee of the City shall be personally liable to the Participant, or any successor in interest in the event of any default or breach by the City or for any amount which may become due to OWNER/LESSEE or successor or on any obligation under the terms of this Agreement.
SECTION 11
The OWNER/LESSEE releases the City from, and covenants and agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvement(s). The OWNER/LESSEE further covenants and agrees to pay for or reimburse the City and its officials, officers, employees, and agents for any and all costs, reasonable attorney’s fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The City shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

SECTION 12
Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the façade improvement provided for in this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

PROPERTY OWNER

Name

Signature

CITY OF PLACENTIA

City Administrator

BUSINESS OWNER

Name

Signature

CONTRACTOR ¹

Name

Signature

Tax ID#: __________________________
Contractors State License#: ________________

¹ Contractor’s signature is an acknowledgement by Contractor of its understanding and acceptance of the terms of payment under this agreement between the City and the OWNER/LESSEE.