



CITY OF MILTON

RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM *GUIDELINES*

PURPOSE

The Common Council has authorized the creation of the Residential Exterior Improvement Program, hereinafter referred to as “program.” The purpose of the program is to encourage the upkeep and appearance of residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides grants for projects that will help maintain and enhance the overall attractiveness and vitality of residential districts that is consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one’s own home. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

The Common Council has developed the following set of goals regarding the program’s purpose.

1. Maintenance and Improvement
 - a. Encourage public and private efforts to maintain and improve the community.
 - b. Promote the attractiveness of Milton as a preferred location to live.
 - c. Encourage maintenance and improvements of existing residences.

2. Preserve Neighborhood Stability and Property Values.
 - a. Maintain the City’s neighborhood cohesiveness.
 - b. Maintain the City’s residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

DEFINITIONS

Designated Area: The program applies to residential properties within TIF 7 and 10 or within a half-mile of the boundaries of TIF 6, 9, or 10 that are located within the City of Milton, as identified on the attached maps. Properties outside of the map shall have the right to appeal to the Common Council for consideration to be included in the grant program.

Exterior Features: Areas of a home/property that are visible from the public right-of-way. Refer to “Project Eligibility” below for examples.

ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TIF proximities. The eligibility criteria is as follows:

1. Property / Applicant Eligibility
 - a. The home must be over 25-years old.
 - b. The home owner must have owned and lived in the home for at least 5-years.

- c. The assessed value of the home cannot be over 125% of the average home value in the City of Milton, as established by the City Assessor on an annual basis.

2. Eligible Projects

- a. Any improvements must be visible from the public right-of-way.
- b. Repair/replacement of the original building's materials and decorative details.
- c. Cleaning of exterior building surfaces.
- d. Tuck pointing and masonry repair.
- e. Painting of exterior building surfaces.
- f. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.).
- g. Roof repairs
- h. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.)
- i. Removal of tree stumps that are located in the front or side setbacks, or terrace.
- j. Other activities as designated by the Common Council.

3. Non-Eligible Projects

- a. Interior improvements.
- b. Purchase of property.
- c. Construction of a new building.
- d. Internal fixtures and equipment.
- e. Removal without replacement of architecturally significant features and design elements.
- f. Sidewalk repairs, unless necessitated by eligible improvements as listed above.
- g. Replacement of existing doors, windows, or other public exterior elements unless otherwise described above or approved by the Common Council.
- h. Roof replacements, except in cases where a new roof "style" is a critical component of the restoration or replacement project.
- i. Any activity that is not consistent with the TIF project plan and program goals.
- j. Other activities as designated by the Common Council.

PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Common Council may allow completion extensions upon request of the applicant. The Common Council reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TIF project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Common Council may require drawings to be submitted by an architect. The plans must include:
 - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
 - b. Current condition photos to provide adequate "before and after" shots.

- c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least one contractor proposal that MUST be used for construction/installation;** however it is suggested that the applicant pursue multiple proposals for their own protection and peace of mind. The actual Common Council approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated below in number 11. The Common Council retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
8. Applicants must take out the appropriate building. Fee waivers shall not be allowed, unless approved by the Common Council.
9. Applicants who are delinquent with their real estate or personal property tax or have outstanding monetary balance due to the City for any other reason are not eligible until said issues are resolved, or authorized by the Common Council.
10. Payment shall be made on a reimbursement basis upon completion of construction/installation.
11. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Common Council.
12. The Common Council reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
13. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Common Council.
14. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.
15. Common Council will have the ultimate authority to approve or deny applications on a case-by-case basis and may impose certain design conditions on approved projects. However, the Community Development Authority will review each application and forward on a recommendation to the Common Council.

PROCESS

1. Applicant meets with the City Administrator for initial project discussion.
2. Applicant submits grant application, contractor proposal/quote, and site plan to City Administrator at City Hall, 710 S. Janesville Street.
3. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Common Council.
4. Common Council reviews plans and approves or denies funding request. If approved, the Common Council may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
5. Applicant submits building permit with final design plans as required by City code.
6. Building Inspector reviews and approves permit.
7. A "letter of agreement" is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
8. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
9. Construction/Installation is completed within one (1) year of grant award.

10. Applicant contacts Building Inspector to request project review to see if all code requirements and Common Council imposed conditions have been met. Building Inspector signature is required on the Project Close-Out form.
11. Applicant provides itemized paid invoices for the project and/or proof of payment to City staff, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
12. Once the Finance Director / Treasurer has reviewed the "Project Close-Out" form and paid invoices/proof of payment, the Finance Director / Treasurer shall make a recommendation to Common Council on reimbursement.
13. After the Common Council approves reimbursement, the Finance Director / Treasurer will issue payment to the applicant.

FUNDING AVAILABILITY

The program is specifically a grant program based on the criteria below.

1. The CDA Common Council has available a limited amount of funding. The program is considered first-come, first-serve. Grants may be awarded only if the CDA Common Council has adequate funds available for this program.
2. CDA Facade Improvement Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
3. Grant awards may not exceed either \$5,000 or 25% of the assessed value of improvements on the property, whichever is lower.
4. The City shall only provide a total of \$25,000 worth of grants on an annual basis. Grants will be reviewed and awarded on a first come, first serve basis unless expressly authorized by the Common Council.

PROGRAM EXPIRATION

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TIF project plan funds have been spent, unless additional funding has been authorized by the Common Council.
2. When the allowable TIF expenditure period has expired.
3. When the Common Council chooses to eliminate or amend the program.



CITY OF MILTON
**RESIDENTIAL EXTERIOR
IMPROVEMENT PROGRAM
GRANT APPLICATION**

APPLICANT INFORMATION

Applicant Name _____

Property Address _____

Phone _____

Email _____

PROPERTY INFORMATION

Year Home Built _____

Purchase Year of Home _____

Assessed Value of Home \$ _____

PROJECT INFORMATION

Proposed Start Date _____

Proposed Completion Date _____

Contractor Name _____

Contractor Address _____
Street City State Zip

Contractor Phone _____

Contractor Email _____

Total Project Estimate \$ _____

Façade Grant Request \$ _____

Other funding sources that will be used: _____

Certification: The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program.

Applicant Signature

Date

Office Use Only

Date Application Received:	Does applicant have outstanding delinquent taxes or municipal code violations? <input type="checkbox"/> Yes <input type="checkbox"/> No
Common Council Review Date:	<input type="checkbox"/> Approved w/o conditions <input type="checkbox"/> Approved w/conditions (see attached) <input type="checkbox"/> Denied (reasons below)
Authorized Grant Amount:	Reason for Denial if Applicable:
Common Council Reimbursement Approval Date:	Date Check Issued:



CITY OF MILTON
**RESIDENTIAL EXTERIOR
IMPROVEMENT PROGRAM**
PROJECT CLOSE-OUT

Grant Recipient _____

Property Address _____

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program guidelines and consistent with the nature of this application.

Contractor Signature

Date

Applicant Signature

Date

Building Inspector Signature

Date

City Administrator Signature

Date

Mayor Signature

Date