



# STARK

DEVELOPMENT CORPORATION  
Stark County, North Dakota

## FACADE IMPROVEMENT PROGRAM

### YOUR ECONOMIC DEVELOPMENT OFFICE FOR DICKINSON, STARK COUNTY AND THE SURROUNDING AREA

The Facade Improvement Program is geared towards improving and promoting the creation and expansion of our commercial and retail sectors throughout communities in Stark County, further emphasizing our mission of creating a better place to live, work and grow.

This program is offered directly through the Stark Development Corporation office and subject to approval of the SDC Board of Directors. Suitable projects may be eligible for a matching forgivable loan of project funds up to a maximum of \$25,000 per street facing facade.

#### PROGRAM GOALS

- Encourage redevelopment and reinvestment in the community
- Enhance commercial growth
- Improve the physical appearance and aesthetics of the property
- Encourage historical preservation and renovation
- Improve customers' experience and usability
- Beautification of the city and our downtown public places
- Encourage renovation and expanded utilization of property
- Promote and facilitate business expansion and creation

#### PROGRAM REQUIREMENTS

##### Minimum Requirements:

- Applicant must be members in good standing of Stark Development Corporation.
- Applications may be submitted by a property owner or tenant within the Stark County area.
- Tenants must have at least two years remaining on their lease or an option to renew.
- Applicant must leverage a minimum of one dollar (\$1.00) of private funds for every dollar (\$1.00) of Facade Improvement Program funds requested.
- One of the goals of the Facade Improvement Program is to preserve the historical character of buildings. Exterior renovations shall be to the extent practical, preserve and promote the significant architectural and historic features of the building.
- Applicants shall comply with all applicable local, state and federal laws and codes and must be in good standing.
- Applicants shall obtain a letter of support from the municipality within the jurisdiction of the project.
- Property must be zoned and operated for commercial purposes.
- Projects must begin within six (6) months of the approval and be completed within twelve (12) months of approval. Extensions may be requested depending on the scope of the project.

#### ELIGIBILITY CONSIDERATIONS

##### Eligible Activities:

- New and rehabilitating of existing and historic signage
- New and rehabilitating of existing and historic awnings
- Rehabilitation or compatible reconstruction of storefront
- Removing non-historic elements from building facades
- Removal of metal siding and exterior slip covers (surfaces) \*
- Exterior cleaning, painting and/or paint removal \*
- Masonry repair and repainting \*
- Window repair or in certain cases, replacement \*
- Front/main door replacement \*
- Other improvements to facilities providing significant economic benefit may be considered

\* Alteration of existing appearance required for consideration

##### Ineligible Activities:

- Improvements made prior to Program funds approval
- Refinancing of existing debt
- Inventory and equipment
- Sweat equity (payments for applicant's own labor), although building materials/supplies are eligible for funding if the applicant does not use an outside contractor
- General business operations expenses (payroll, taxes, utilities, maintenance, etc.)

### WHERE BUSINESS GOES TO GROW

103 1st Ave. West, Suite 101, Dickinson, ND 58601 • starkdev.com • (701) 225-5997 • team@starkdev.com



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### TERMS AND CONDITIONS

Minimum standards shall include the following:

- Facade Improvement Program funds are subject to availability of program funds but shall not exceed \$25,000 per street facing facade.
- Applicants will be required to sign a Facade Improvement Program Agreement guaranteeing the project will be completed according to the details included on the application and approved by SDC Board of Directors.
- If total assistance is valued at \$25,000 in funds the applicant agrees to the following terms as specified by N.D.C.C. § 54-60.1. SDC will mail recipient reports to the applicant requesting current job, wage and benefit information. The applicant shall complete, sign and return this annual recipient report to the SDC within 60 days of the annual anniversary of the benefit date for a period of two years or until the goals specified in the agreement have been met, whichever is later. Applicants without job creation goals are still required to file this report.
- Funds will be paid in a lump sum at the end of the project as a reimbursement of costs incurred.
- The interest-free loan will be pro-rated and forgiven over the course of 5 years contingent upon project completion and the building remaining intact during this period. Any building owner or store proprietor/tenant with lease authority or authorization from the owner may apply for funding. Tenants must have a minimum of two years remaining on their lease. Subject building must be in a commercially-zoned area.
- SDC reserves the right to cancel a Facade Improvement Program Agreement in the event of failure to comply with this agreement.

### DISTRIBUTION OF FUNDS

Prior to releasing funds, the following documentation must be in place:

- SDC shall prepare a Facade Improvement Program Agreement. SDC and the applicant will sign the agreement.
- The applicant shall provide a completed W9 prior to distribution of funds.
- The applicant shall provide documentation that all necessary permits, licenses, and any other registrations required have been obtained prior to release of program funds.
- Documentation of expenditures shall be provided by the business prior to release of funds. Documentation shall include bills, invoices or receipts for materials, or final bills of sale. All documentation shall be reviewed and approved by SDC.
- SDC shall perform a visual inspection to ensure that project activities were completed per the Agreement. Funds will then be distributed to the applicant. A photograph of the completed project will be filed.
- Any changes to the project must be submitted in writing to and approved by SDC prior to the change.

**BEFORE**

**AFTER**



**BEFORE**

**AFTER**



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FOR INTERNAL USE ONLY	
Date Approved/Denied	Date of Funding

10-2020

## FACADE IMPROVEMENT PROGRAM APPLICATION

Please complete and return to: Stark Development Corporation, 103 1<sup>ST</sup> Ave. West, Suite 101, Dickinson, ND 58601 or [team@starkdev.com](mailto:team@starkdev.com). For more information, call (701) 225-5997. Applications will be reviewed at Stark Development Corporation's Board of Directors Meetings. Meetings are the third Tuesday of every month; applications must be submitted 10 days prior.

### BUSINESS INFORMATION

Business Name	Contact Person		
Phone Number	Email Address		
Business Mailing Address	City	State	ZIP Code
Project Address	City	State	Zip Code
Owner of Building	Current Zoning of Building		
Is your business currently a member of Stark Development Corporation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Small Business Development Center involved? <input type="checkbox"/> Yes <input type="checkbox"/> No		

### FINANCIAL AND PROJECT INFORMATION

Type of Funding Requested <input type="checkbox"/> Façade Improvement Program (not to exceed 50% of the total project cost or \$25,000)	<input type="checkbox"/> Multi-Tenant Façade Improvement Program (not to exceed 50% of the total project cost or \$10,000)
Total Project Cost	
Amount of Stark Development Corporation Funds Requested	
Estimated Start Date	Estimated Completion Date
Description of Project (Please describe the scope of the proposed project. Include a summary of the building's current condition, areas to be improved and how improvements will be made.)	
How will this project benefit the community? (if applicable)	

### DOCUMENTS REQUIRED WITH APPLICATION

- ☐ Photos of the property to be improved
- ☐ Drawings of proposed improvements – drawings do not have to be architectural renderings but should scale so SDC can understand the proposed project
- ☐ Bids and cost estimates
- ☐ Letter of support from the municipality within jurisdiction of the project. The municipality shall indicate in the letter the project is compliant with local, state and federal laws. (Not required at the time of application but will be required prior to disbursement of funds)

Be advised as per North Dakota open records law that applications may be released to the public if requested except for portions subject to N.D.C.C. § 44-04-18.4 pertaining to confidentiality of trade secret, proprietary, commercial, and financial information.

The undersigned says applicant agrees to comply with the guidelines and standards of the Community Development Program and understands that this is a voluntary program, under which Stark Development Corporation has the right to approve or deny any project or proposal or portions thereof. Stark Development Corporation reserves the right to use the results of the report in published reports and/or articles as an example of a Stark Development Corporation funded project.

### APPLICANT SIGNATURE

Applicant Signature	Applicant Printed Name	Date
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### BUILDING OWNER SIGNATURE (if different from Applicant)

Building Owner Signature	Building Owner Printed Name	Date
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