



# 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 (SDC) 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 for one street facing facade.

### **FACADE IMPROVEMENT 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 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 SDC.
- Applicant must leverage a minimum of one dollar (\$1.00) of private funds for every dollar (\$1.00) of Program funds requested.
- 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.
- Applicants shall comply with all applicable local, state and federal laws and codes and must be in good standing.
- Property must be zoned and operated for commercial purposes.
- Projects must be completed within twelve (12) months of approval.

### **ELIGIBILITY CONSIDERATIONS**

#### **Eligible Activities:**

- New and rehabilitating of existing and historic signage (minimum of \$5,000)
- New and rehabilitating of existing and historic awnings
- Rehabilitation or compatible reconstruction of storefront
- Other improvements to facilities providing significant economic benefit may be considered

#### **Ineligible Activities:**

- Improvements made prior to program funds approval
- Window clings/stickers
- Painting
- Window/Door replacement
- General Maintenance

### **TERMS AND CONDITIONS**

- Program funds are subject to availability of funds but shall not exceed \$25,000 for one street facing view.
- Applicants will be required to sign a Business Incentive Agreement guaranteeing the project will be completed according to the details included on the application and approved by SDC Board of Directors.
- Funds will be paid in a lump sum at the end of the project as a reimbursement of costs incurred. 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.
- Applicant must be members in good standing of SDC for the term of the Business Incentive Agreement.
- SDC reserves the right to cancel the Program Agreement in the event of failure to comply with this agreement.
- Any changes to the project must be submitted in writing to and approved by SDC prior to the change.
- 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.

WHERE BUSINESS GOES TO GROW

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



FOR INTERNAL USE ONLY	
Date Approved/Denied	Date of Funding

1-26

### FAÇADE 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.** A representative must attend the meeting, or the application will be tabled.

#### 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)
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#### BUSINESS INFORMATION

Business Name				
Business Mailing Address		City	State	ZIP Code
Date Business Established	Federal Tax ID #	Contact Person		
<b>Ownership Structure</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Public Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other (please describe)		Title	Phone Number	
		Email Address		
List the names and addresses of individuals or shareholders of this business (if additional lines are needed, please attach additional page)				
Owner or Shareholder	Address	City	State	ZIP Code
<b>Current Employment, Wages, Benefits and Compensation</b>				
<sup>1</sup> Wage includes wages, salary, bonuses and commissions.				
<sup>2</sup> Benefits include health, disability, life and retirement benefits or insurance premiums paid by the employer; an employee’s share of payroll taxes paid by the employer; and other fringe benefits such as housing allowance and transportation expense.				
Current Number Employees	Average Hourly Wage <sup>1</sup>		Average Hourly Benefits <sup>2</sup>	
Projected Employment Growth	Average Hourly Wage <sup>1</sup>		Average Hourly Benefits <sup>2</sup>	
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 in this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### PROJECT AND FINANCIAL INFORMATION

Project Address	City	State	Zip Code
Property Owner (if different from Applicant)	Property Tenant (if different from Applicant)		
Do you currently own or lease the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Term of Lease (if applicable)		
Total Project Cost	Amount of Stark Development Corporation Funds Requested		
Estimated Start Date	Estimated Completion Date		
<b>How will this project benefit the community?</b> <input type="checkbox"/> Assist community development <input type="checkbox"/> Increase tax base <input type="checkbox"/> Directly create employment opportunities <input type="checkbox"/> Job retention <input type="checkbox"/> Indirectly create employment opportunities through increased economic activity <input type="checkbox"/> Other (please describe)			

**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.)

**DOCUMENTS REQUIRED WITH APPLICATION**

- Current photos of property                       Bids and cost estimates of street facing view improvements
- Photos/Drawings of proposed improvements – drawings do not have to be architectural renderings but should scale so SDC can understand the proposed project

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 Façade Improvement 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. The undersigned says applicant agrees to comply with all applicable local, state and federal laws and codes and must be in good standing. By submitting this application, you will be required to enter a business incentive agreement with Stark Development Corporation following the approval of your request. The undersigned says applicant is duly authorized to verify the foregoing application, that applicant has read the same and is familiar with the statement contained herein and that the same are true in substance and in fact. Stark Development Corporation reserves the right to use the project in published reports and/or articles as an example of a Stark Development Corporation funded project.

**APPLICANT SIGNATURE**

<b>Applicant Signature</b>	<b>Applicant Printed Name</b>	<b>Date</b>
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**BUILDING OWNER SIGNATURE** (if different from Applicant)

<b>Building Owner Signature</b>	<b>Building Owner Printed Name</b>	<b>Date</b>
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