



# Village of New Glarus

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319 Second Street • PO Box 399 • New Glarus, WI 53574 • 608-527-2510 • [www.newglarusvillage.com](http://www.newglarusvillage.com)

## Façade Improvement Grant Program Guidelines

### Façade Improvement Grant Program Purpose

The purpose of the Façade Improvement Grant Program is to provide financial assistance for a portion of costs associated with publicly visible exterior building improvement projects that contribute to the visual appeal and viability of income-producing properties in downtown New Glarus. Attractive building facades and properties support and encourage local business and can have a significant effect on the attractiveness and marketability of the surrounding area. To encourage business owners and tenants to reinvest in the downtown area, the Village of New Glarus offers financial incentives, through small matching grants, to assist in the exterior improvement of these properties.

The eligible Façade Improvement Grant area is more specifically defined as the parcels and building within or immediately adjacent to the boundaries of Tax Increment District No. 4 (TID #4) (See attached map).

Whenever possible, applicants are strongly encouraged to use local contractors and financial institutions to complete all task associated with their property renovation.

### Applicant Eligibility Requirements

Property owners of commercial/mixed-use structures (including multifamily residential) and building tenants, located within the defined downtown area, are eligible to request funding. The property owner must approve of the project if a tenant is the applicant. Buildings used exclusively as single-family or duplex residences, regardless of whether it is an owner or renter occupancy or an in-home business, are *ineligible* for funding. Governmental entities, religious institutions, non-profits, and public/quasi-public authorities are also *ineligible* for Façade Improvement Grant funding. Members of the Village Board, Community Development Authority, or any other official, employee, or agent of the Village of New Glarus, who exercises decision-making functions or responsibilities in connection with the implementation of this program are *ineligible* to participate in this program nor shall participate in the decision for grant applications for their business or family member business. A majority of the exterior building improvements must be visible from and/or adjacent to the public right-of-way.

### Grant Amounts and Bidding Requirement

The Façade Improvement Grant program has an annual allocation of \$40,000. Grants may be provided in an amount not to exceed fifty percent (50%) of the total project cost, or a maximum award of \$6,000 per property for eligible exterior improvements. Alternative amounts may be approved by the Village Board on a case-by-case basis. The applicant/owner/tenant must document their matching fifty percent (50%) financial contribution with non-Village or non-Community Development Authority (CDA) funds. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period. Applicants shall obtain and submit at least two (2) written bids or cost estimates for eligible project expenses from different contractors, or provide the CDA with a detailed, written explanation as to why it is not feasible to meet this requirement.

*An equal opportunity/affirmative action employer.*

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Applicants are eligible to complete the proposed façade improvement work themselves, with the following restrictions:

- The proposed project does not require a building permit (minor repairs only)
- The grant may cover the cost of materials and equipment rental needed to complete the project; labor costs will not be eligible for grant funding
- Applicant shall submit a detailed budget with costs quoted for materials and equipment rental in lieu of the two-bid requirement

### **Eligible Expenses**

Eligible exterior/façade improvements include, but are not limited to, the following:

- Façade restoration, including documented historic elements
- Landscaping
- Masonry repair, tuck-pointing, and cleaning
- Exterior painting
- Doors and entrances
- Code compliant signage
- Code compliant awnings
- Exterior lighting
- Window repair or replacement
- Professional installation and labor costs related to exterior projects

### **Ineligible Expenses**

As this program is primarily intended to maintain the historic and Swiss look and feel of the existing building stock in the downtown area, the following expenses are not eligible under this grant program:

- New building construction or interior improvements
- Tinted windows
- Non Code compliant awnings or signage
- Electric signage
- Security systems
- Roofing or roof repairs
- **Renovations not previously approved by the Historic Preservation Commission, Plan Commission and/or Swiss Design Review Committee**
- Land acquisition
- Operating equipment
- Furnishings
- Inventory
- Operating expenses
- Paving
- **Renovations started prior to receiving final approval of the grant request**

The Village maintains a separate Revolving Loan Fund program where some of the ineligible façade grant activities may be deemed eligible for revolving loan fund consideration.

### **Grant Performance Requirements**

Within six (6) months of Village Board approval, applicants must enter into a grant agreement with the Village, obtain a building permit, **and commence work**. Projects, including final inspection, shall be completed within twelve (12) months from the date of Village Board approval. Extensions to the completion period may be granted for inclement weather, or the ordering of special building materials. The applicant must request an extension from the Village

Board in writing. The Village will notify the applicant in writing of its approval or denial of the grant request, and any requested extensions.

The applicant shall comply with all Village ordinances relating to the project. The applicant shall assist and actively cooperate with the Village to ensure contractors comply with all applicable provisions of the Ordinances, and with the rules, regulations, and relevant orders issues by the Village pursuant to such provisions of the Ordinances.

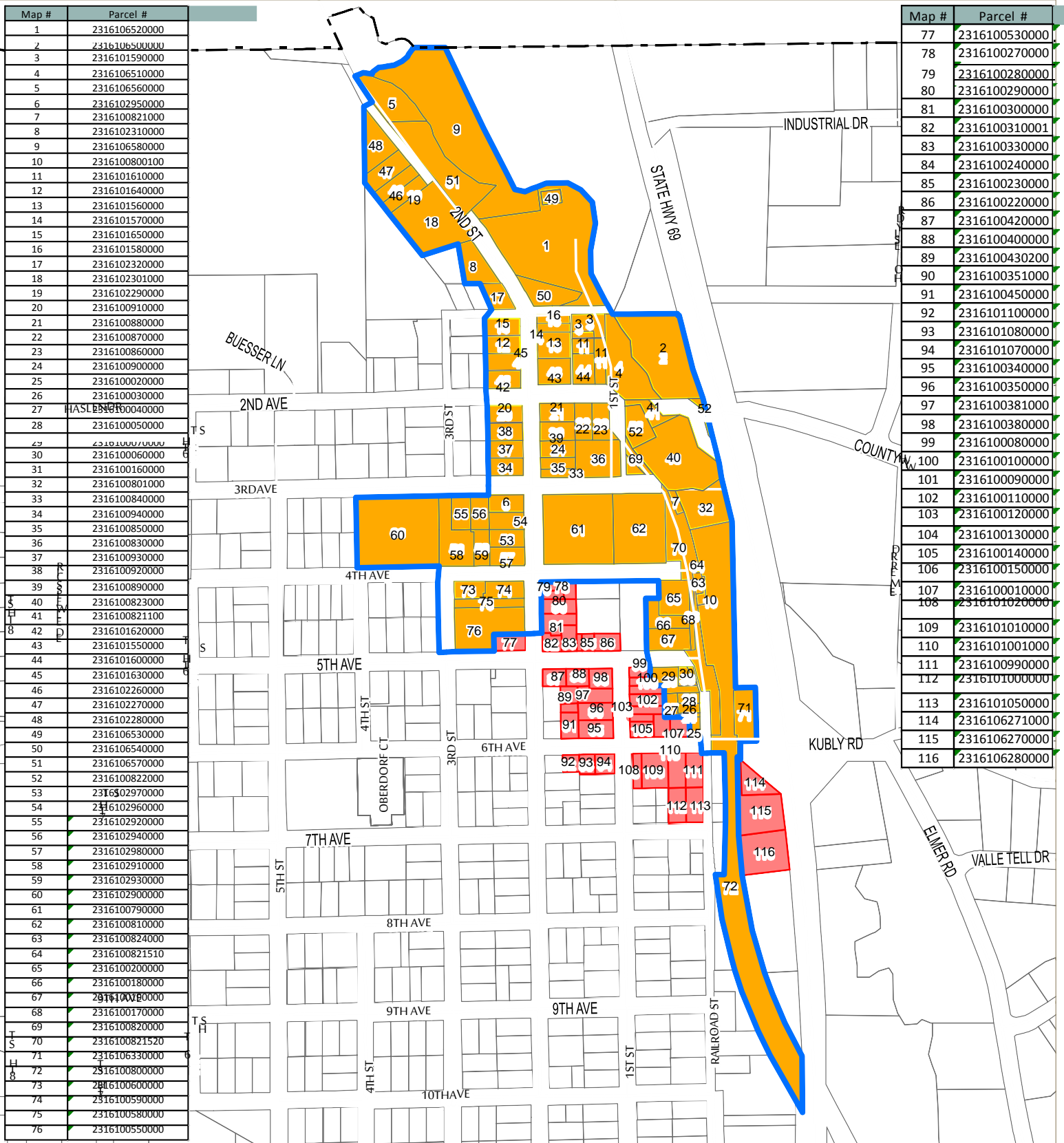
### **Program Administration**

Initial applications for the grant program will be reviewed by the Village's Community Development Authority, who will provide a recommendation to the Village Board on whether to grant the request. Applications will also be reviewed by the Swiss Design Review Committee if they are located within the Swiss Design Overlay. Projects deemed eligible for funding are subject to Village Board approval. As applicable under Village Ordinances, projects shall be reviewed for code compliance by the Historic Preservation Commission and/or Plan Commission prior to Village Board review of a façade improvement grant application. Successful applicants are required to enter into a grant agreement contract with the Village in order to receive funding. In order to qualify, the applicant cannot start on their project until after receiving all necessary approvals and permits. If work begins before application approval, the Village shall not fund the project with a Façade Improvement Grant.

Applicants must be in good standing with the Village of New Glarus, with current taxes and fees paid in full, and no outstanding building code violation citations, and must provide proof of property and liability insurance prior to start of grant performance period. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability, sexual orientation, or national origin.

Grant awards under this program are subject to funding availability, and nothing herein shall create an obligation for the Village to provide any grant funding to any applicants. The grant program awards are considered first-come, first-serve. Approved grant applicants shall provide a before and after photo of their property for grant documentation. Additionally, the approved grant applicant shall submit all receipts of grant work completed to be reimbursed the approved grant amount. The applicant's matching costs should be documented in the receipts as well.

Please see the Façade Grant Application Form for additional terms, conditions, and information on the application procedure. All questions should be directed to the Village Administrator at 608-527-5971 or [adminsitator@newglarusvillage.com](mailto:adminsitator@newglarusvillage.com).



Map #	Parcel #
1	2316106520000
2	2316106500000
3	2316101590000
4	2316106510000
5	2316106560000
6	2316102950000
7	2316100821000
8	2316102310000
9	2316106580000
10	2316100800100
11	2316101610000
12	2316101640000
13	2316101560000
14	2316101570000
15	2316101650000
16	2316101580000
17	2316102320000
18	2316102301000
19	2316102290000
20	2316100910000
21	2316100880000
22	2316100870000
23	2316100860000
24	2316100900000
25	2316100020000
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44	2316101600000
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73	2316100600000
74	2316100590000
75	2316100580000
76	2316100550000

Map #	Parcel #
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111	2316100990000
112	2316101000000
113	2316101050000
114	2316106271000
115	2316106270000
116	2316106280000

# TID #4 Territory Amendment

VILLAGE OF NEW GLARUS GREEN

- LEGEND**
- Municipal Boundary
  - Existing TID #4 Boundary
  - Existing TID #4 Parcels
  - Proposed TID #4 Parcel Additions
  - Parcels

DATA SOURCES:  
BASE DATA PROVIDED BY GREEN COUNTY.





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## FAÇADE IMPROVEMENT PROGRAM – GRANT APPLICATION

Applicant Information	
Contact Name:	Contact Address:
Business Name:	Project Address:
Day Phone:	Alt. Phone:
E-Mail:	
Type of Organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Other: _____	

Building Owner Information (if different than applicant)	
Owner Name:	Owner Address:
Day Phone:	Alt. Phone:
E-Mail:	
NOTE: If grant applicant is not the owner of the building, please attach a letter, signed and dated, from the property owner expressing approval of the project application.	

**General Project Information**

Proposed Start Date:	Proposed Completion Date:
Contractor Name, Address & Contact Info:	Budget Estimates:
	Total Project Estimate: \$_____
	Façade Grant Request: \$_____
	Private Funds: \$_____
	Private Loans: \$_____
Other Funding: \$_____	

*NOTE: Please attach two written bids or cost estimates to the application. If the Applicant is applying to complete the work themselves (no contractor), please attach a detailed budget with costs quoted for materials and equipment rental.*

**Project Description**

Describe the overall project and scope of work (attach additional pages if necessary):

How does this project meet the goals and objectives as detailed in the Façade Improvement Program Guidelines (attach additional pages if necessary):

Please provide the required attachments listed below:

- Drawings / design plans (per Sec. IV.A.1.).
- Contractor proposal (s) and Certificate of Liability Insurance (per Sec. IV.A.2.).
- Certificate of Insurance (per Sec. IV.A.11.).
- Historical photos of property if available.
- Current photo of property.

**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 Village of New Glarus CDA Façade Improvement Program and agree to abide by its conditions. I acknowledge that the CDA has the right to terminate this agreement under the Façade 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: \_\_\_\_\_

**Please send completed application and accompanying materials to:**

Village Administrator  
319 2<sup>nd</sup> Street, PO Box 399  
New Glarus WI 53574  
608.527.5971  
[Administrator@newglarusvillage.com](mailto:Administrator@newglarusvillage.com)

**Project Close-Out (REQUIRED SIGNATURES)**

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 Façade Improvement Program guidelines and consistent with the nature of this application.

Contractor:	Date:
Applicant:	Date:
Building Owner (if applicable):	Date:
Building Inspector:	Date:
Village Administrator:	Date:

**Office Use Only**

Date Application Received:	Does applicant have outstanding delinquent taxes or municipal code violations?
Community Development Authority 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:
Grant Documentation:	<input type="checkbox"/> Before Picture Received <input type="checkbox"/> After Picture Received
Date Receipts Received:	Date Check Issued: