

# Rediscover Downtown Peru

## Commercial Use Facade Improvement Program

*Mission Statement: Rediscover Downtown Peru (RDP) is a group of community members and business leaders dedicated to building a vibrant downtown by supporting local businesses and encouraging revitalization and historic preservation while creating a strong quality of life for all who live, work and visit.*

### Rediscover Downtown Peru's Goals

1. Preserve and retain the historic integrity of the downtown
2. Improve the aesthetics of the downtown by building a cohesive and accessible downtown core
3. Promote the downtown as a destination for arts, culture and entertainment

### Facade Improvement Program Overview

The program is designed to initiate aesthetic improvements and historical preservation of downtown Peru. RDP's design committee is the administrative group for the program and will work directly with applicants to achieve successful revitalization projects in a timely manner, providing financial support upon completion of projects.

### Business Eligibility Requirements

1. Business must be for commercial use and located within the designated facade improvement program district.
2. Commercial operators/tenants are eligible to apply with written approval of the property owner.
3. Maximum Funding: To maximize participation, prior facade program recipients, who have received the maximum funds, may submit only one application every 12 months.
4. Partial Funding: Applicants receiving partial funding are eligible to submit for the difference between the received funds and the maximum funding (within the 12 month period). After receiving the cumulative maximum funding, recipients are only eligible to submit a facade program application one calendar year after the last date funds were received.
5. Applicants and buildings with existing code violations must include their remedy as part of the proposal.
6. Applicants must get proper permits and go through the proper boards before beginning their projects to get approval.

## Eligible Activities

Items included, but are not limited to, the following:

1. **Exterior Painting:** Paint improvement to building exterior facades, which are compatible with the architectural period of the building (rear and side facades and historic and/or artistic murals may be considered). All color schemes shall accent the building as well as harmonize with adjacent buildings.
2. **Awnings:** Canvas with or without signage (City of Peru has awning program already available. Awnings only applicable if City of Peru funding is no longer available).
3. **Exterior Lighting:** Install, replace or repair exterior lighting to enhance storefront facade and any landscaping elements directly in line-of-sight from roadway to facade. Lighting may illuminate the storefront and sidewalk, but not the awning alone.
4. **Front Facade Windows and Upstairs Windows:** Install, replace or repair door/window frames, sills, glazing or glass. Restoration of the original window size is encouraged (avoid filling in existing windows).
5. **Brick Facade:** Install a new brick facade to an already existing structure.
6. **Facade Maintenance/Restoration:** Maintenance and/or structural repairs to the facade system, masonry repairs, cleaning or residing of buildings, restoration/repair/replacement due to deterioration of historic design detail. Restoration of the original building facade elements is encouraged.

## Funding

### **Painting, Awning, Facade Maintenance, Exterior Lighting, Brick Facade and Windows**

**Reimbursement:** Applicants are eligible for a 50% reimbursement (up to \$5000) of actual costs associated with these projects provided they receive RDP's Design Committee approval.

## Application Process

Submit a Commercial Facade Improvement Program application to Rediscover Downtown Peru and include the following:

1. Current photograph of property to be improved
2. Project plans and specifications including a written description of improvements, including materials and colors
3. Application Checklist
4. Two preliminary estimates of costs by licensed contractors. Any work done by property owner or tenants requires an estimate from an outside source to verify that costs are within reasonable parameters. The submitted estimates shall be for the applicable facade improvements only.

## Timeline

1. Rediscover Downtown Peru receives application.
2. Preliminary Approval: There will be an onsite inspection of the property by the RDP Design Committee. After this inspection, the committee will make a preliminary decision on the status of the application.
3. RDP submits the proposal to the building commissioner's office for approval and permitting.
4. Completed architectural drawings and plans of the building, which illustrate all proposed work, including any structural work or repair, drawings, cost estimates, construction schedules and paint colors submitted to RDP's Design Committee by the 15th of each month for consideration at RDP's next meeting.
5. The RDP Design Committee's approval to fund facade applications is based upon the availability of funds, the applicant's readiness to take action, project impact, building inspection and zoning approval and historic significance. If not approved, the RDP Design Committee will explain, in writing, to the applicant the reasons for rejection and what, if any, steps can be taken to receive approval.
6. Facade Application signed; total reimbursement determined. No funds will be issued without proof of payment.
7. Applicant is responsible for obtaining any permits required for the project. 8. Project proceeds. The RDP Design Committee must approve any changes in approved work specifications. Deviations from an approved plan may disqualify the applicant from this reimbursement.
8. All facade improvement projects, once approved and the application signed, are intended to be completed **within one calendar year**. No reimbursements will be made beyond this time without prior approval from the RDP Design Committee.
9. Project Completed. Project inspected and signed off by the RDP Design Committee. Proof of payment submitted and full reimbursement allocated. An after picture will be required for documenting purposes and may be used for RDP advertising/promotions in the future. This picture shall be submitted along with the proof of payment (paid receipts) in order for RDP to process the release of facade funds.

# Rediscover Downtown Peru Commercial Use Facade Improvement Program Application

*Program checklist and guidelines must be submitted as a supplement to this application*

I AM SEEKING FUNDING FOR THE FOLLOWING: (check all that apply)

Paint  New Brick Facade  Windows  Exterior Lighting  Facade  
Maintenance  Awning

1. Address of property to be improved: \_\_\_\_\_
2. Age of property (approx.): \_\_\_\_\_
3. Applicant name: \_\_\_\_\_
4. Applicant address: \_\_\_\_\_
5. Applicant email: \_\_\_\_\_
6. Applicant phone: \_\_\_\_\_
7. Owner name (if different from applicant): \_\_\_\_\_
8. Owner address: \_\_\_\_\_
9. Owner email address: \_\_\_\_\_
10. Owner phone: \_\_\_\_\_
11. Do you own or lease the property? Own \_\_\_\_\_ Lease \_\_\_\_\_ (Term) \_\_\_\_\_
12. Is the first floor of the building to be improved currently occupied? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes:

- Name of business: \_\_\_\_\_
- Type of business: \_\_\_\_\_
- Number of employees: \_\_\_\_\_
- Business phone: \_\_\_\_\_

13. Is the 2nd floor of the building to be improved currently occupied? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes (and different from the first floor occupancy):

- Name of business: \_\_\_\_\_
- Type of business: \_\_\_\_\_
- Number of employees: \_\_\_\_\_
- Business phone: \_\_\_\_\_

If better described another way, please elaborate here: \_\_\_\_\_

## STATEMENT OF UNDERSTANDING

1. I understand that I am responsible for the maintenance of the design improvements described here for a period of five (5) years from the date of the project completion or until such time as the building is sold. I understand that all facade funds are repayable to the Rediscover Downtown Peru organization if ownership of the building has been transferred within one year from the award date. Monies repaid shall be returned to the Commercial Facade Improvement program.
2. I understand the facade funds must be used for the project described in this application and that Rediscover Downtown Peru Design Committee must review the application and approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.
3. I understand that I must check with the appropriate zoning and planning administrators to make sure I have all of the needed permits and approval for work being done to the property/building.
4. I acknowledge that Rediscover Downtown Peru is obligated only to administer the facade program procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project of application undertaken by the applicant and/or owner.
5. I, the undersigned, acknowledge that I have not, nor have any other member, representative, or agent of the firm, company corporation or partnership entered into any combination, collusion or agreement with any person relative to the price to be bid. I further state that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such bid.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Rediscover Downtown Peru Use Only

#### Design Committee

Project Inspected for Completion Date \_\_\_\_\_

Project Approved for Payment Date \_\_\_\_\_  
(Date payment approved by a motion of the committee)

#### Design Committee Chair

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Rediscover Downtown Peru Executive Committee

Program Checklist Completed Date \_\_\_\_\_

Funds Issued Date \_\_\_\_\_

#### Board President

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Rediscover Downtown Peru Commercial Facade Improvement Program Checklist (2 pages)

**\*\*\*This checklist must be submitted as part of your application\*\*\***

Address of Property \_\_\_\_\_

## **General**

- \_\_\_\_\_ Application to be due the 15th of the month
- \_\_\_\_\_ Photograph of existing condition of property
- \_\_\_\_\_ Project plans and specifications of proposed improvements, including all materials and colors.
- \_\_\_\_\_ Written permission from property owner (if applicable)

## **Painting**

- \_\_\_\_\_ Provide paint samples and note where each color will be used
- \_\_\_\_\_ Note which color will be body color and which will be accent colors
- \_\_\_\_\_ Submit two written estimates

## **Windows, Awnings, Exterior Lighting**

- \_\_\_\_\_ Provide a color sample of design
- \_\_\_\_\_ Include specifications as to size (height, width and depth) of the window, awning or lighting
- \_\_\_\_\_ Note how and where the awning will be located on the building and how and where lighting is proposed.
- \_\_\_\_\_ Note improvements to windows and where they are located on the building.
- \_\_\_\_\_ When installing an awning or lighting, provide information about the color, style and position
- \_\_\_\_\_ Submit two written estimates

## Brick Facade

- \_\_\_\_\_ Provide color sample of design and type of brick
- \_\_\_\_\_ Include specifications as to the size (height, width and depth) of brick
- \_\_\_\_\_ Note where brick will be placed and what it will cover
- \_\_\_\_\_ When installing the new brick over the old exterior, provide information about the color, style and method of installing the bricks
- \_\_\_\_\_ Submit two written estimates

## Facade Maintenance/Restoration

- \_\_\_\_\_ Provide color samples and a complete description of the work to be completed
- \_\_\_\_\_ Include specifications as to the size (height, width and depth) of facade elements to be replaced and/or restored
- \_\_\_\_\_ Identify the existing building facade elements
- \_\_\_\_\_ Identify the type of work anticipated
  - Maintenance/structural repairs to the facade system
  - Masonry repairs
  - Cleaning or residing of buildings
  - Restoration, repair or replacement due to deterioration of historic design detail
- \_\_\_\_\_ Submit two written estimates

### **SUBMIT COMPLETED APPLICATION TO:**

**Rediscover Downtown Peru  
Commercial Facade Improvement Program  
13 E. Main Street  
Peru, IN 46970**

**Or email to:**

**[Kati@RediscoverDowntownPeru.com](mailto:Kati@RediscoverDowntownPeru.com)**