

CENTRAL BUSINESS DISTRICT FAÇADE LOAN PROGRAM

PURPOSE

The Arlington Central Business District Façade Loan Program provides an incentive to stimulate visible investment in Arlington's Central Business District (Downtown). Property owners are encouraged to consider improvements that incorporate the surrounding community design and atmosphere including but not limited to aesthetics, environment, cultural and historic elements, and architecture.

The program provides a matching forgivable loan for actual design and construction costs, up to \$2,500 per property address, per calendar year. Qualifying projects must be of an approved design, be applied for by commercial property owners and/or merchants, and be applicable to exterior building, landscape improvements, and other similar improvements visible from a public right-of-way. Approved projects will be funded on a first-come/first-served basis until all funds are expended. In addition, the opportunity exists that the Arlington Economic Development Authority's revolving loan programs could be available to assist with construction costs associated with the implementation of façade designs.

ELIGIBILITY

1. Only property within the Central Business District is eligible for the loan program.
2. All work must be done on the exterior of the building/property and/or result in a publicly visible improvement.
3. All work done must be in accordance with the City of Arlington rules and regulations and the building code. All required permits must be obtained. Work shall include the correction of any known exterior building code violations.
4. Work in progress or performed prior to project approval will typically not be eligible for funding unless the EDA finds significant underlying purposes for work beginning prior to project approval (i.e. approaching winter season, inability of quorum for a meeting, and the like).
5. Funds may be used for the design of exterior building improvements, awnings, windows, doors and/or site landscaping, other than sod or seed, resulting in a publicly visible improvement and for actual construction costs related to an approved improvement. Other uses may also be eligible if prior approval is loaned by the Arlington Economic Development Authority.
6. Signs are eligible for this program but must be in connection with a façade improvement project and not be more than fifty (50) percent of the project cost proposed for loan match.
7. The following types of property are not eligible:
 - Tax delinquent
 - Special Assessment delinquent
 - Property in litigation
 - Property in condemnation or receivership
 - Tax exempt properties
 - Exclusively residential buildings
 - Properties zoned industrial
 - Property considered non-conforming to the City's Code of Ordinances, unless the proposed improvements are intended to correct all the non-conforming issues.

PROJECT GUIDELINES

Program oversight and authority for loan approval is delegated to the City of Arlington Economic Development Authority. The Economic Development Authority shall review loan applications and may approve loan issuance after considering the following guidelines:

1. Completed applications will be reviewed on a first come, first served basis. Photographs illustrating subject building(s) and property and proposed site changes/improvements may be required by the EDA.
2. Multiple property owners must submit separate applications for each property/project.
3. Any business owner under a lease who submits an application must obtain and provide written consent of the property owner. Both the lessee and the property owner shall execute the required promissory note.
4. Preference will be given to projects which:
 - Will positively contribute to Downtown Arlington
 - Will eliminate a blighting influence
 - Will result in a visible improvement that would not be made otherwise
 - Demonstrate a ratio of private investment to public investment greater than 2:1
5. The proposed façade improvement must be consistent with the Comprehensive Plan
6. The proposed façade improvement project shall be initiated within six (6) months of loan approval. If the project isn't initiated within six months the Applicant may resubmit a façade improvement loan application for reconsideration.

LOAN DISBURSEMENT

Following loan approval the Lessee and/or property owner shall execute a promissory note. Awarded loan funds will be dispersed to the contractor or vendor upon submittal of receipts or invoices for supplies purchased and inspection which certifies the work completed is in accordance with the EDA approval and other city ordinances. Alternately, funds may be disbursed to the Applicant provided evidence of proof of payment of invoices is submitted.

REPAYMENT OF LOAN

The amount of the loan (without interest) will be due and payable to the Arlington EDA one (1) year following the distribution of loan funds. If, however, the business to which the loan was granted remains in business in the improved building one (1) year following the distribution of loan funds or the applicant transfers ownership to another entity that maintains the business in the improved building for at least one (1) year following the distribution of loan funds, the loan shall be forgiven by the Arlington EDA.

ARLINGTON CENTRAL BUSINESS DISTRICT FAÇADE LOAN PROGRAM APPLICATION

NOTE: Please read attached program criteria carefully before completing the application

Please include photos of your building(s) and/or property as they relate to the types of improvements indicated on this application.

Business Name: _____

Property Address: _____

Business Owner(s): _____

Property Owner(s): _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

1. On the attached page, please identify the specific improvements you are proposing for the building(s) and/or property.
2. Based on the proposed improvements identified, please provide your best estimate of the entire project cost: \$ _____
3. If the project cost comes in at, or exceeds your estimate, do you have private funds readily available to complete the proposed the project? _____ Yes _____ No

If No, by what means will you secure funding and still complete the project within a timely manner

4. If your project is approved, does completing the project timely pose any concerns for you?

_____ Yes _____ No

If yes, Please list those concerns:

I/We authorize program representatives the right to access the property to be improved for the purpose of the loan program and to take photographs of the structure before and after rehabilitation.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between myself and the contractor(s). Neither the City of Arlington nor the EDA will be liable for the inadequate performance of the contractor(s).

The information on this application is accurate. I have read, understand, and agree to comply with the program criteria for the Arlington Central Business District Façade Loan Program.

Authorized Agent: _____

Date: _____

Title: _____

**Mail or Deliver to:
City of Arlington
Economic Development Authority
204 Shamrock Drive
Arlington MN 55307**