

HISTORIC DISTRICT GRANT PACKET

INFORMATION GUIDE AND APPLICATION

If you have questions regarding the requirements on this application or process please contact a member of the Park City Planning Staff at (435) 615-5060 or visit us online at www.parkcity.org.

HISTORIC DISTRICT GRANT INFORMATION GUIDE

In 1987, the Park City Historic District Commission and City Council identified the preservation of Park City's historic resources as one of their highest priorities. The Grant Program has operated continuously since that time with the full support of subsequent City Councils and Preservation Boards.

How does the Grant Program work?

Grants are available for historic residential or commercial structures listed on the Park City Historic Site Inventory (HSI). The purpose of the grant is to assist in offsetting the costs of rehabilitation work. Grants are to be used toward specific rehabilitation projects.

Primary residents (either the homeowner or a full time renter) may be awarded up to fifty percent (50%) of total eligible construction costs, while homes which are used as a secondary-home or nightly rental may be awarded up to forty percent (40%) of total eligible construction costs. Commercial property owners are eligible for up to fifty percent (50%) total eligible construction costs. An additional ten percent (10%) may be awarded to property owners committed to renovating a Significant Structure in order to elevate its status to Landmark.¹

When can you apply for a grant?

Grant applications must be submitted before the rehabilitation work has begun and prior to the issuance of a building permit. Applications can be submitted at any time; however, applications should be submitted at least one (1) month prior to the Historic Preservation Board (HPB) meeting.

When does the review process take place?

The Historic Preservation Board will review applications and will award grant funds on a "first come, first serve" basis. Funds will be allocated on a case-by-case basis and awarded to projects that provide a community benefit of preserving and enhancing the historic architecture of Park City. The Historic Preservation Board may award grants up to \$25,000. Grants exceeding \$25,000 will require the Historic Preservation Board to forward a positive recommendation to City Council. City Council will then review the grant application as part of their consent agenda.

What must be included in the application?

- Completed Historic District Grant Application.
- Written Scope of Work & Specifications
- Breakdown of estimated cost of the scope of work
- Drawings as they apply to specific work
- Color photographs of existing conditions
- Brief history of the structure

Are there special terms to the Grant program?

Grant recipients are required to sign a Historic Grant Program Agreement and Historic Preservation Easement that is tied to the affected property.

What items are eligible for grant funds?

See the eligibility chart listed on the following page that outlines examples of eligible and non-eligible improvements. All improvements should be completed in compliance with *The Secretary of the Interior's Standards for Rehabilitation*.

¹ There may be instances where a landmark structure is in such poor condition that careful restoration work is required to maintain its landmark designation. These instances will be reviewed on a case-by-case basis when applying for the additional ten percent (10%).

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SUBMITTAL REQUIREMENTS

1. Completed **Historic District Grant Application** form.
2. Written **Project Description** describing the proposed scope of work and specifications. Include a detailed scope of work, as well as the anticipated start date and completion date.
3. Submittal of a **Cost Estimate** for the proposed work.
4. **Breakdown of Estimated Costs** of the proposed eligible improvements (pages 7).
5. Schematic, conceptual **Drawings** as they apply to the proposed project. This will include site plans, elevations, and floor plans

NOTE: Your project will require design review and approval by the Park City Planning Department. At the time of application for the building permit, detailed construction plans prepared by a licensed architect, engineer and/or building contractor will be required.

6. **Color Photographs** of existing conditions. Include a general view of the building and setting; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.
7. **Brief History** of the structure including, but not limited to, prior owners or occupants.

APPLICATION PROCESS

Listed below is a brief description of the grant application process:

1. Prepare grant application (the Planning Staff can advise you during this step so that you submit a thorough application).
2. Submit grant application to the Planning Department. Grants will be reviewed by the Historic Preservation Board (HPB) on a “first come, first serve” basis.
3. The HPB will review the application and may:
 - a) approve the project;
 - b) approve the project subject to conditions that will be enforced by the Planning Staff;
 - c) remand the application to the applicant for further details or revisions; or
 - d) deny the project
4. The HPB may award the project up to \$25,000. Should the grant award be greater than \$25,000, the HPB will need to forward a positive recommendation to City Council. City Council will then review the grant application on their consent agenda approximately three (3) weeks after the HPB hearing.
5. Finalize work with the Planning Department Staff and submit plans for a building permit;
6. Obtain a building permit and arrange for inspections by the building inspectors as the project progresses;
7. Upon completion of work and final inspections, submit **proof of payment** to the Planning Department for disbursement of funds. You must provide proof that your contractor(s) have been paid in full. *This is a matching funds grant and provides reimbursement to you.*
8. Sign the Historic Grant Program Agreement and Historic Preservation Easement that is tied to the affected property.

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SAMPLE—BREAKDOWN OF ESTIMATED COSTS

This *sample* is included to assist you in completing the breakdown of estimated costs on page 6 of this application.

SCOPE OF WORK	OWNER PORTION	CITY PORTION	ESTIMATED TOTAL COST
Eligible Improvements			
Foundation Work			
Excavation	\$1,000	\$1,000	\$2,000
House Lifting	\$2,000	\$2,000	\$4,000
Bracing the House	\$3,000	\$3,000	\$6,000
Doors (Exterior)			
Materials	\$425	\$425	\$850
Labor	\$100	\$100	\$200
Windows			
Materials	\$1,000	\$1,000	\$2,000
Labor	\$500	\$500	\$1,000
Siding			
Asbestos Removal	\$2,250	\$2,250	\$5,000
Wood Siding Restoration	\$1,000	\$1,000	\$1,000
New Materials	\$500	\$500	\$1,000
Paint	\$500	\$500	\$1,000
Total Cost	\$12,275	\$12,275	\$24,550
Non-Eligible Improvements			
New asphalt shingle roof	\$5,000	\$0	\$5,000
Total (no breakdown required)			\$5,000
TOTAL COST			\$40,050

If you have questions about the eligibility of your proposed work, please contact the Planning Department at 435-615-5060.

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ELIGIBILITY GUIDE

To qualify for a grant:

- The building/structure must be identified on the City's Historic Sites Inventory (HSI).
- Work must commence no more than 120 days from the execution of the grant and must be completed within twenty-four (24) months of the date of the building permit.

Eligible improvements include:

- Cladding repair
- Siding
- Masonry repair
- Cornice repair
- Architectural ornamentation restoration/repair
- Exterior trim repair
- Restoration of historic retaining walls
- Restoration/repair of historic windows and doors
- Weatherization of historic windows and doors
- Porch repair/restoration
- Foundation repair/restoration (new foundations may be raised or lowered no more than 2' from their original floor elevations)
- Structural stabilization
- Abatement of hazardous materials
- Stabilization/Preservation of Industrial Mine Structures
- Physical Conditions Report
- Historic Preservation Plan

Non-eligible improvements include:

- Interior remodeling
- Repair of non-original features
- Interior paint
- Signs
- HVAC/Mechanical System upgrades
- Additions
- Landscaping/concrete flatwork
- Relocating and/or moving historic structures to a new site or location on the existing site
- Any restoration work covered/funded by insurance

Maintenance items are the responsibility of the homeowner but may be considered under specific circumstances such as:

Painting:

- Is essential to protect the existing wood siding and ensure a longer lifespan for the structure;
- Is part of a comprehensive siding replacement proposal;
- Will significantly enhance the character of the structure.

Roofing:

- Currently has an inappropriate material;
- Has historic material that is exposed and/or is in obvious disrepair;
- Is significantly visible from the public right-of-way;
- Is a significant design element for the historic structure.

Additional Ten Percent (10%):

In order to qualify for the additional 10%, the applicant must commit to:

- The building shall not have been reconstructed, panelized, relocated, or reoriented as part of the proposed or any previous renovations.
- If a new basement addition is constructed, no more than 6" of the new foundation should be visible from the public right-of-way. If a historic foundation previously existed, then any new

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foundation shall match the historic in materials, texture, composition, and color. The height of the original foundation about Existing Grade shall be retained—the new foundation shall not be shorter or taller above Finished Grade than what previously existed. No new underground garages are permitted.

- The transitional element used to connect the historic house to the new addition shall not consume more than 25% of the length of the connecting historic wall. The length of the transitional element shall be 50% of the length of the 2 sides of the historic building.
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- The footprint of the addition should not exceed 75% of the historic footprint.
- Visibility of the addition should be minimized from the primary right-of-way unless the property is a corner lot.
- Any later additions to the roof form such as dormers, sky lights, or changes to the roof pitch must be removed and the historic roof form restored.
- Porch posts, railings, and materials shall be restored based on sufficient documentation.
- Window and door openings and configurations on primary and secondary facades shall be restored based on sufficient documentation.
- The existing grade shall be substantially unchanged following the project.
- Following completion of the project and issuance of a Certificate of Occupancy, but prior to the grant payout, staff will return to the Historic Preservation Board with a Determination of Significance to ensure that the project meets the criteria in which to be designated a Landmark Site.

PARK CITY MUNICIPAL CORPORATION
PLANNING DEPARTMENT
445 MARSAC AVE ° PO BOX 1480
PARK CITY, UT 84060
(435) 615-5060



HISTORIC DISTRICT GRANT APPLICATION

For Office Use Only

HISTORIC PRESERVATION BOARD	PROJECT PLANNER	APPLICATION #	_____
APPROVED	_____	DATE RECEIVED	_____
AMOUNT	_____	EXPIRATION	_____
DENIED	_____	BLDG PERMIT	_____

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT #: _____ BLOCK #: _____

APPLICANT INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE #: () - _____ FAX #: () - _____

EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION

NAME: _____

PHONE #: () - _____

EMAIL: _____

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ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attaché a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

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