



# FACADE IMPROVEMENT PROGRAM

## Application

Application packet for the City of Palm Springs  
Facade Improvement Program

**Community & Economic Development  
Department  
November 6, 2014  
(updated June 13, 2015)**

**Contact Information:  
Cathy Van Horn, Administrator  
760-323-8175  
[Cathy.Vanhorn@palm Springsca.gov](mailto:Cathy.Vanhorn@palm Springsca.gov)**



## FACADE IMPROVEMENT PROGRAM

As part of its Special Economic Development Focus Area Incentive Program, the City of Palm Springs has established a Facade Improvement Program designed to encourage the improvement and investment in commercial properties that contribute to the revitalization within the City of Palm Springs.

The Facade Improvement Program features a match grant **up to \$5,000** to assist in the cost of **exterior** improvements made by a property owner or tenant.

### **Eligible uses for the grant funds:**

- Exterior Signs (installation of new or repair or replacement of legally installed and mounted signs; including neon or halo lit signs);
- Awnings, canopies, or sunshades (installation of new or repair or replacement of fixed metal or fabric awnings), which could include perpendicular wall-mounted castle banners (without signage);
- Painting or exterior surface treatment (stucco, tile, stone, or brick replacement or repair);
- Asphalt paving, replacement or repair of tiles or decorative pavers (not in the public right-of-way); sidewalk or courtyard repaving (not in the public right-of-way);
- Repair or replacement of masonry walls or footings;
- Outdoor lighting (installation of new exterior lighting fixtures; repair or replacement of existing exterior lighting fixtures);
- Installation, repair or replacement of decorative or security fencing;
- Replacement of plate glass windows; re-glazing of windows or change of window mullions with the approval of architectural application by the City;
- Installation or replacement of outdoor landscaping and fountains.

### **Uses Not Eligible:**

Funds may not be used for improvements that are not permanent or mounted or affixed to the building or the sidewalk. Ineligible uses include but are not limited to:

- Vinyl letter signage (windows);
- Portable signs, such as sandwich board or A-frame signs; signs not mounted or attached to storefronts;
- Flags or banners;
- Benches and trash receptacles;
- Tables, chairs, or umbrellas.

### **Eligible Applicants:**

Property owners or tenants located in leased or owned commercial properties throughout the City of Palm Springs.

A business owner (tenant) that is not the property owner must show evidence of the right to alter the property, or consent from the property owner.

### **Grant Amounts:**

The maximum amount of the Facade Improvement grant is \$5,000, on a dollar-for-dollar matching basis. In order to qualify for the full \$5,000 amount, the total verified project cost must be in excess of \$10,000.

Businesses located on the east side of north Palm Canyon Drive between Tahquitz Canyon Way and Amado Road qualify for a non-dollar match grant up to \$5,000.00 Please refer to Program Administrator to register for this provision.

### **Process:**

Applications are available in the Department of Community & Economic Development and on the City's website. The application will ask for a narrative description of the project scope. The applicant will hire the contractor and is responsible for obtaining design approvals.

Businesses located in the "non-match" downtown construction zone are required to submit at least two (2) bids or quotes for the work proposed.

The City will reimburse the applicant for work performed, based on submittal of acceptable evidence of the work performed, including copies of paid invoices, credit card receipts with statements identifying the work performed, and copies of cancelled checks (front/back), or such other evidence as required by the City. The business must be open to the public, and free of building code violations or tax liens.

All Facade Agreements require City Council approval.

### **Contact Information:**

Cathy Van Horn, Administrator  
City of Palm Springs  
Department of Community & Economic Development  
3200 E. Tahquitz Canyon Way  
Palm Springs, CA 92262

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Email: [cathy.vanhorn@palmspringsca.gov](mailto:cathy.vanhorn@palmspringsca.gov)

Mailing Address: P.O. Box 2743, Palm Springs, CA 92263

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## APPLICATION FORM

### APPLICANT INFORMATION

<b>Business Name:</b>	
<b>Business Address:</b>	
<b>Applicant's Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

### PROJECT DESCRIPTION

<p><b>Description of Requested Improvements:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Estimated Cost:</b> _____</p> <p><b>Is this your estimated cost, or have you obtained a bid or estimate from an architect or contractor?</b></p> <p>___self ___contractor ___architect</p> <p><b>(Please provide a copy of estimate if available)</b></p>	<p><b>Please note that the maximum matching grant shall not exceed \$5,000. The grant increases on a dollar for dollar basis up to the \$5,000 cap. Example: if the applicant's facade improvement cost is \$10,000 the City will pay the match grant of \$5,000. If the total improvement cost is \$5,000 the applicant pays \$2,500 and the City will pay a match grant of \$2,500.</b></p> <p><b>Amount applying for: \$</b> _____</p>
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### PROPERTY INFORMATION

<b>FOR OWNER OCCUPANTS</b>	<b>FOR TENANT/LESSEES</b>
<p>I hereby certify that I am the owner of my business property. The property is vested (owned) under the following name:</p>	<p>I am a lessee/renter of the space for which I am applying for a Façade Improvement Grant. The owner of the property is:</p>
<p>Property Owner Legal Name: _____</p>	<p>_____ Contact information for the property owner:</p>
<p>Contact Information: _____ _____</p>	<p>_____ _____</p>
<p>Assessors Parcel Number: _____</p>	<p>Remaining years on lease term: _____ Assessors Parcel Number: _____</p>

### PROGRAM BOUNDARIES

<p>Commercial Businesses located throughout the City of Palm Springs.</p> <p>Downtown businesses located east on north Palm Canyon Drive, between Tahquitz Canyon Way and Amado Road qualify for non-match grant provision. Contact program administrator to register.</p>
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## FACADE IMPROVEMENT PROGRAM

### APPLICATION CHECKLIST

All applicants must provide:

- Application (Completed and Signed by Applicant)
- If incorporated, evidence that applicant has authorization to apply for program
- Verification of Property Ownership, if owner (Title or Deed of Trust)
- Evidence of Tenant's Right to Make Improvements, if tenant or lessee (Signed)
- Description of Scope of Work
- Estimate or Bid, if available
- Copy of Valid Palm Springs Business License (Applicant)
- Copy of Valid Palm Springs Business License (Contractor hired to perform work)

No assistance may be provided for any contract awarded before the application is approved.

Once the application is approved by the City, the applicant must provide the following:

- If applicable, evidence of required permit approvals from the City of Palm Springs

I hereby declare that the foregoing information is true and correct to the best of my knowledge. I authorize the City of Palm Springs to verify the information to determine my eligibility and to conduct an inspection of my property. I understand that as the applicant I will hire the contractor and am responsible for obtaining design approvals. I understand that the program provides that the City will reimburse the applicant for work performed, based on submittal of evidence of work performed and paid, and that the City will not pay contractors or vendors directly.

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**Applicant Signature**

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**Date**

Mail or deliver completed application with copies of required documents to:

City of Palm Springs  
Department of Community & Economic Development  
3200 E. Tahquitz Canyon Way, Palm Springs, CA 92262

Fax 760-322-8325 or email to [cathy.vanhorn@palmspringsca.gov](mailto:cathy.vanhorn@palmspringsca.gov)

Mail to: P.O. Box 2743, Palm Springs, CA 92263

Any questions please call: 760-323-8175 or 760-323-8259