

# Highway 271 Business Improvement Grant Procedures and Requirements

The Highway 271 Business Improvement Grant program's primary consideration is to encourage economic development through low impact new development revitalization and exterior renovation of buildings and property. The Pittsburg Highway 271 Business Board mission is to create, foster, and inspire quality growth of Pittsburg.

Please read carefully the following general procedures and requirements. See grants categories for any requirement which are specific for the grant category.

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Pittsburg's fiscal year. All grants are subject to available funds.
2. Awards are limited to one incentive grant from each category per each address per fiscal year.
3. Grants are limited to properties within the City Limits of Pittsburg and the Hwy 271 Board approved properties.
4. **Façade is defined as** the front exterior of a building and other exterior sides when they are emphasized or seen from US Highway 271.
5. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a notarized letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
6. The applicant or owner property owner must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
7. All applications require the appropriate design plans as detailed by grant category. (e.g. proposed materials, dimensions and placement of signage, color shape, etc.) All required documentation must be submitted with grant application for review and approval by the Highway 271 Business Board.
8. At least two (2) Construction quotes/bids are required for the review of the application. All construction bids submitted by an Applicant must be current and must be dated no earlier than 60 days (60) days prior to the Application request. Bids are submitted on the contractor's or project architect's letterhead and contain the contractors name, address, telephone number and an itemized bid in a manner that allows the Highway 271 Business Board to determine the bid components and authenticity of the bid. Bids will not be accepted by applicant or subsidiary.
9. The project must conform to City of Pittsburg codes, ordinances and comprehensive plans.
10. The Highway 271 Business Board reserves the right to review and accept or reject all applications. If the application is incomplete or misrepresented it will not be accepted.
11. Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held as needed. Applications must be submitted at least seven days prior to a meeting agenda being posted. The Hwy 271 Business Board will then have one (1) week from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project.
12. If denied, the applicant has 30 days to appeal the decision of the Highway 271 Business Board. Appeals to the approval will go before the Pittsburg Economic Development Corporation Board. PEDC decisions on all appeals will be final.
13. A letter will be sent to the applicant and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer back to the project design and specifications that were approved and will be funded if all conditions are met. If all conditions are not met or anything has been misrepresented on the application or to the board, all awarded funds will be forfeited.
14. Applicants receiving approval must commence construction described within the Application within forty five (45) days from the date the grant is awarded and complete all construction described in the Application within four (4) months from the date the grant is approved and within the same fiscal budget year or all awarded funds are forfeited. If unable to commence construction within forty five (45) days from the date the grant is approved or complete construction within four (4) months from the date the grant is approved, the Applicant may submit a written request including the reason for

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an extension for the commencement date or completion date provided the extension request is made prior to the commencement date or completion date. The Highway 271 Business Board is not obligated to allow extensions but may do so for good cause determined solely by the Highway 271 Business Board. The extension, if granted, is for the terms and for the conditions determined exclusively by the Highway 271 Business Board. An extension denial cannot be appealed and are final with the Highway 271 Business Board.

15. No grant will be awarded for work that has already been initiated or completed. Applications must be submitted and approved before work has begun.
16. The applicant must notify the Highway 271 Business Board in writing if the applicant makes any changes in the plans submitted to the committee with the original application prior to the change completion. The committee reserves the right to reconsider the application based on the changes to the original plan.
17. The program is a reimbursement grant. After entire project work is complete, the applicant must submit copies of itemized invoices and proof of payment (canceled checks, credit card statements, etc.) and pictures of completed project as documentation of the completed work with the request for payment.
18. The applicant must agree to allow the project to be used to promote the Highway 271 Improvement Grant Program as a revitalization effort. Property and business owners agree to have a sign placed on the property during the project for up to 30 days after the completion of the project to acknowledge the Pittsburg Highway 271 Improvement Grant Program. The sign will be provided by the Highway 271 Business Board.
19. A two-year period will be in effect after completion. During this period, the same address is not eligible for the same category grant awarded. Any alterations to the awarded project that are not approved by the 271 Business Board will result in reimbursement to the 271 Business Board of the awarded funds.

### How these grants work:

- Submit complete application/s for review to the Highway 271 Business Board including all required documentation.
- Board sets date for review and posts agenda 72 hours prior to meeting.
- Board reviews application/s and notifies applicant of results
- The applicant follows all State and local ordinances and procedures, acquires the appropriate City of Pittsburg Building Permits.
- Starts and completes all improvements described approved in application, insures all inspections are completed and passed
- After the work is completed by the due dates and shown to match the original approved improvements, the applicant submits all required documents and proof of
- Once the entire project has been verified as complete and all documentations has been provided and verified, and all terms of the grant have been met, the applicant is reimbursed for the appropriate amount within 30 days.

### **Grant Category additional requirements :**

#### **Category - FACADE**

- **Façade Preferred Materials** :\_Grant funds projects which **replace or cover the front exterior façade** of non-preferred materials (metal, hardy board) with preferred materials such as brick, stone, stucco on the exterior of the building. Existing building, at least two bids/quotes are required to be submitted with application and detailed list of the construction and materials that are being used and replaced. For new construction, multiple bids/quotes are not required.
- **Façade Painting** :\_Grant funds projects to paint the exterior **façade** of the building. The entire exterior of the building can be painted but the grant will only be approved if the front **façade** facing Highway 271 is included in the project scope. Painting must be done by a professional painter.

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- **Entrance, lighting and awning** : no additional requirements

## Category - Sign



- **Detached Monument Sign** :

Digital Signage will not be eligible for grant funds.

Parcels are only allowed one (1) detached monument sign.

The total area of the sign includes the masonry frame.

Signs may be single or double-faced. The thickness of the sign not to exceed thirty inches (30").

The detached monument sign must have a minimum of 60% of the sign is brick, stone or stucco and follows the sign requirements. The design must be done by a professional sign contractor.

**Five Thousand (5,000) square feet or Less:** Parcels having two (2) or more businesses and gross business area of five thousand (5,000) square feet or less are allowed to have a monument sign, including the base, not exceed sixty (60) square feet in total area and eight feet (8') in height above the average grade of the nearest public right-of-way. The name of more than one business may be advertised on the monument sign.

**Greater than Five Thousand (5,000) square feet:** Parcels having two (2) or more businesses and gross building area of more than Five Thousand (5,000) square feet are allowed to have a sign including the base, not exceed ninety (90) square feet in total area and ten feet (10) in height above the average grade of the nearest public right-of-way.

- **Attached Building Sign Grant Program** : Grant funds a sign which is attached to the outside of the building, facing Hwy 271 (including re-surfacing existing eligible signage). If it is a multi-occupant building, each business within the building is eligible for grant money.

Grants will only fund signs which contain only the name of the business establishment.

Grants will not fund signs that are erected above the eaves or edge of the roof or on a parapet or edge of a canopy unless no other area is feasible and can be demonstrated during the grant application process.

All attached signs and their words will be mounted parallel to the building surface to which they are attached, and project no more than eighteen inches (18") from the surface. Attached signs may be internally or externally illuminated.

If the total area of a single facade of a building is less than 2,000 square feet, a maximum of 60 square feet is the sign.

- **Median Landscape** : Grant includes funding for landscaping around free standing signage and curb lines.

## Examples:



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- **Parking Lot** : Only parking lots using asphalt or concrete will be eligible.
- **Other**: Grant will only fund items of significant contribution to support the primary consideration of encouraging economic development and overall beautification of the Highway 271 business corridor which are not represented in the previously defined grants. Examples are fencing and track barricades which are visible from Hwy 271. All “other grant” requests are at the discretion of the Highway 271 Business Board and are not eligible for appeals.