

Highway 271 Improvement Grant Procedures and Requirements

The improvement grant program's primary consideration is to encourage economic development through low impact new development revitalization and 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 guidelines and keep for your records

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Pittsburg's fiscal year.
2. The Hwy 271 Business Board will grant only one type of incentive grant of each kind for each address per fiscal year.
3. Façade is defined as the front exterior of a building and other exterior sides when they are emphasized or seen from the street.
4. If applying for a grant all request will require the appropriate design plans as detailed in the below grant category. (e.g. proposed materials, dimensions and placement of signage, color shape, etc.) must be submitted along with grant application for review and approval by the Highway 271 Business Board.
5. Any alterations to the building, including signage, façade, paint, and awning must be reviewed by the Hwy 271 Committee. The committee will review all submitted designs and determine if the design encourages economic development revitalization. Not all designs will be approved.
6. All requests for signage grants must include a sign design by a professional sign contractor.
7. The applicant must make a presentation to the Highway 271 Board explaining work to be done.
8. At least three (3) 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 ninety (90) days prior to the Application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, telephone number and shall itemize the bid in a manner that allows the Highway 271 Business Board to determine the bid components and authenticity of the bid.

9. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a 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.
10. The incentive grants are a reimbursement grant. After work is complete, the applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment.
11. Reimbursements will be made when the entire project is complete. The Highway 271 Business Board must approve all reimbursements.
12. Applicants receiving approval by the Highway 271 Business Board shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the Highway 271 Board. All Applicants must complete the construction described in the Application within six (6) months from the date the grant is approved by the Highway 271 Business Board and within the same fiscal budget year. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or six (6) month time limit. The Highway 271 Business Board shall not be obligated to allow extensions but may do so for good cause determined solely by the Highway 271 Business Board. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the Highway 271 Business Board. An extension denial cannot be appealed and shall be final with the Highway 271 Business Board.
13. No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant before work has begun.
14. The applicant or owner of the property/building must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
15. The applicant must agree to allow the project to be used to promote the Highway 271 Improvement Grant Program as a sustainable revitalization effort.
16. Building owners and business owners agree to have a sign placed on their property during the project and for up to 30 days after the completion of the project to acknowledge the Pittsburgh Highway 271 Improvement Grant Program. The sign will be provided by the Highway 271 Business Board.

17. The project must conform to City of Pittsburg codes, ordinances and comprehensive plans.
18. 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. The committee reserves the right to reconsider the application based on the changes to the original plan.
19. A two-year period will be in effect after completion. During this period, 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.
20. The Highway 271 Business Board reserves the right to review and accept or reject all applications.
21. 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.
22. Appeals to the approval will go before the Pittsburg Economic Development Corporation Board. PEDC decisions on all appeals will be final.

Please review the improvement grant program specifics and choose the appropriate program for your project. A property owner or tenant may apply for multiple grants in any given year (i.e. property owner/tenant can receive grant funding for one of the Grant Categories below and also receive funding for a separate categories with a separate application). However, a project funded in a particular category may not re-apply for the same grant category for two (2) years. All grants are subject to available funds.

1. Façade/Exterior Improvement Grant Program Existing Business

Façade grants are not available for building maintenance, such as brick repair, brick repointing, window repair, roofs, flashing, etc. Building maintenance is the responsibility of property owners.

Replacement of Non-Preferred Materials

This grant will be available to improve the exterior of the building and help assist the business or property owner. Façade is defined as the front exterior of a building that faces Highway 271. **Highway 271 Board may match up to 50% of the cost of the project not to exceed \$10,000.**

Requirements:

This grant only funds projects that replace or cover the front exterior façade non-preferred materials (metal, hardy board) with preferred materials such as brick, stone, stucco on the exterior of the building. At least three bids/quotes are required to be submitted with application and detailed list of the construction and materials that are being used and replaced. Please see the above requirements for all grants.

Façade Painting

Highway 271 Board may match up to 50% of the cost of the project not to exceed \$2,000 to re-paint the exterior of the building.

Requirements:

This grant only funds projects for existing buildings that want to repaint or paint the exterior front 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.

How these grants work:

A property owner or tenant with property owner's permission would submit an application for review to the Highway 271 Business Board. If approved, the applicant needs to go through the appropriate City of Pittsburg Building Permit procedures if applicable and make the approved improvements to the building. After the improvements are completed and shown to match the original approved improvements, and proof of payment is provided, the property owner is reimbursed for the appropriate amount.

Also needed Prior to Highway 271 Business Board Approval:

The design and description of the work to be completed on the exterior of the building including pictures of buildings, design of proposed changes, color, and materials used.

Deadlines:

Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held on a case by case basis. 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) month from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Highway 271 Business Board.

2. Façade/Exterior Improvement Grant Program New Business

This grant will be available to new businesses who use preferred materials (brick, stone, stucco) on the exterior of the building. Façade is defined as the front exterior of a building that faces Highway 271. **Highway 271 Board may match up to 50% of the cost of the project not to exceed \$10,000.**

Requirements:

This grant only funds projects for new construction. These grant funds only funds projects for the exterior façade if preferred materials are used on the front façade of the building facing Highway 271. Preferred materials are brick, stone, stucco or a combination. Due to new construction, multiple bids/quotes are not required however a detailed cost of the materials for the front façade need to be submitted.

3. Sign Grant Program

Detached Monument Sign Grant

Grants will be awarded for up to 50% of the cost of a new sign on Hwy 271 for the outside of a building not to exceed \$10,000 per building for a detached monument sign that a minimum of 60% of the sign is brick, stone or stucco and follows the sign requirements outlined below. A design done by a professional sign contractor must be submitted to the Hwy 271 Business Board that is within the signage requirements below. A property owner/tenant can only apply for one sign improvement grant per fiscal year. These funds will only be awarded for signs that meet these specifications and materials.

Sign Requirements:

Electronic Signage will not be eligible for grant funds.

Detached monument signs, including the base, advertising single occupancies shall not exceed sixty (60) square feet in total area and eight (8') in height above the average grade of the nearest public right-of-way.

Five Thousand (5,000) square feet or Less: Parcels having two (2) or more businesses and gross business are of five thousand (5,000) square feet or less are allowed to have one (1) detached monument sign. The monument signs, including the base shall 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 are of more than Five Thousand (5,000) square feet are allowed to have one (1) detached monument sign. The sign including the base shall 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.

The total area of the sign shall include the masonry frame.

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



How it works:

A property owner or tenant with property owner's permission would submit an application and sign design prepared by a professional sign contractor for review to the Highway 271 Business Board. If approved, the applicant will then make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount.

Also needed prior to Highway 271 Business Board Approval:

Design of work describing sign dimensions, materials and placement on property according to the Highway 271 Signage Grant Specifications. The design must be submitted from a professional sign contractor.

Deadlines:

Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held on a case by case basis. 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) month from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Highway 271 Business Board.

Attached Building Sign Grant Program

Grants will be awarded for up to 50% of the cost of a new sign that is attached to the outside of the building, not to exceed \$500 per building. If it is a multi-occupant building, each business within the building is eligible for grant money. All attached signs must follow the sign requirements below. Current attached signs that are within the sign requirements will be eligible for grant money to re-face current signs. A design done by a professional sign contractor must be submitted to the Hwy 271 Business Board that is within the signage specifications below for approval. A property owner/tenant can only apply for one sign improvement grant per fiscal year.

Sign Requirements for Grants:

Grants will only fund that meet these specifications. All attached signs and their words shall be mounted parallel to the building surface to which they are

attached, and shall project no more than eighteen inches (18") from the surface. Attached signs may be internally or externally illuminated.

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.

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

Grants will only fund one (1) sign per facade for single occupant buildings except for those single occupant buildings that are on a corner lot, an additional sign can be funded if the sign is placed on the side of the building facing the other street. Grants will only fund one sign per business for multi-occupant buildings.

How it works:

A property owner or tenant with property owner's permission would submit an application and sign design prepared by a professional sign contractor for review to the Highway 271 Business Board. If approved, the applicant will then make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount.

Also needed prior to Highway 271 Business Board Approval:

Design of work describing sign dimensions, materials and placement on building according to the Highway 271 Signage Grant Specifications. The design must be submitted from a professional sign contractor.

Deadlines:

Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held on a case by case basis. 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) month from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Highway 271 Business Board.

4. Sign and Median Landscape Grant Program

The Highway 271 Business Board may match up to 50% of the project cost up to \$2,000

maximum per property. Grant includes funding for landscaping around free standing signage and curb lines.

Examples:



How it works:

A property owner or tenant with property owner's permission would submit an application and landscape design for review to the Highway 271 Business Board. It is required that the design is submitted by a professional landscaper. If approved, the applicant will then make the approved improvements to the building or property. After the improvements are completed and proof of payment is shown, the property owner will be reimbursed after 12 months of the project completion to ensure proper maintenance of the landscaping. If the landscaping is not maintained or has died during the 12 months the grant funding will not be approved.

Also needed Prior to Hwy 271 Business Board Approval:

Landscape design from a professional landscaper, including the types of vegetation/plants to be used, hardscape design and material list. A maintenance plan demonstrating the sustainability of the landscaping is required. Grants for landscaping will not be approved if a maintenance plan is not submitted.

Deadlines:

Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held on a case by case basis. 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) month from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Highway 271 Business Board.

5. Parking Lot Grant Program for Existing businesses

Grants will be awarded for up to 50% of the cost of re-surfacing a parking lot that is visible from 271, not to exceed \$5,000. Only parking lots using asphalt or concrete will be eligible for grant money. These funds will only be used for existing businesses.

How it works:

A property owner or tenant with property owner's permission would submit an application for review to the Highway 271 Business Board. If approved, the applicant will then make the approved improvements to the parking lot. After the improvements are completed and proof of payment is shown, the property owner is reimbursed for the appropriate amount only if the approved materials are used.

Deadlines:

Applications will be reviewed at the Highway 271 Business Board meeting. Meetings are held on a case by case basis. 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) month from the meeting date to notify Applicant of decision and make recommendations and comments for changes, alterations or adjustments to the proposed project. If denied, the applicant has 30 days to appeal the decision to the Highway 271 Business Board.

