



City of
SANTA CLARITA

**OLD TOWN NEWHALL
BUILDING IMPROVEMENT
GRANT PROGRAM**

**PROGRAM GUIDELINES
AND
APPLICATION**



Old Town Newhall Building Improvement Grant Program Guidelines

Program Description

The Old Town Newhall Building Improvement Grant Program will provide grants for commercial properties within a specified area to improve the visual appearance of buildings, improve a building's structural integrity, and eliminate blight.

Goals of the Program

Grants will be made for the following improvements:

- Improve the visual quality of the building through use of high quality materials and workmanship on building facades;
- Preserve the uniqueness and historic elements of the area;
- Enhance existing buildings to retain businesses and attract new businesses;
- Restore economic vitality and increase investment in commercial properties; and
- Achieve a high standard of design for individual buildings.

Program Funding

Grants can be awarded up to \$20,000 per building. An additional \$5,000 may be available for buildings with at least 3 or more storefronts. Property owners and business tenants are eligible to apply for funding. Business tenants can apply for grant funds with property owner consent and approval of the improvements.

Funds for this grant program are from the Federal Reinvestment and Recovery Act and issued by the U.S. Department of Housing and Urban Development. Approximately \$275,000 is available and will be awarded on a first come, first serve basis. If approved for grant funding, special reporting requirements will be necessary.

Eligible Improvements

- Exterior improvements visible from the public right of way and permanently attached to a building or structure (for example – painting, signage, awnings, exterior lighting).
- Interior work that improves the structural integrity of a building (for example – electrical upgrades, restroom facilities, handicap accessibility, or bringing a building up to code).

Restrictions

- Grant funds cannot be used to pay for City permits.
- The cost of interior improvements cannot exceed 25% of the total grant award.

Grant Requirements

- Building Improvement Grant Application
- Conceptual Design Plan (a sketch detailing all proposed improvements to be made to the building including preliminary elevations).

Funding Restrictions

- Buildings used for a residential use are not eligible.
- Buildings with a non-conforming business use are not eligible (as identified on pages 4:5-4:6 of the Downtown Newhall Specific Plan).
- Funds are only available for actual repair work conducted. No funds will be awarded for consulting services, estimates, architectural drawings, or construction blueprints.
- Grantees are responsible for all City, County, and State permits and/or fees, including but not limited to, City of Santa Clarita building permits, Planning permits, Los Angeles County Health permits, ABC license fees, etc.
- If the property is located in a flood zone the grantee will be required to maintain flood insurance to cover the value of the improvement for the life of the improvement. Both the initial and ongoing costs of insurance are to be covered by the applicant.

Program Eligibility

- Map of Eligible Area – Commercial properties within the Downtown Newhall Specific Plan Area that meet HUD’s Community Development Block Grant low and moderate income limits.
- Applicant must obtain three (3) estimates for each type of improvement. All three estimates must be for the same items using the same type of materials. Estimates must be submitted by a licensed repair person and be dated within 90 days of the submission of the application. Estimates must come from the contractor that will be performing the work.
- Lead Based Paint – If the building was constructed before 1978 testing for lead based paint will be required. A professional lead-based paint assessor will be sent to the property to test for the presence of lead-based paint.

Architectural Conformance

- Specific Plan Architectural Styles – The specific plan encourages property owners to consider elements from one style that closely reflects the building’s original architecture. Please refer to Chapter 4, pages 4:31-4:42 for improvements to properties and/or consult with staff prior to submitting a conceptual design plan.
- Signage – Approved signage are those styles and sizes allowed in the Downtown Newhall Specific Plan. See Chapter 4, pages 4:44-4:46.
- Historic Preservation – Properties identified as potentially historic may require a Minor Use Permit for historic preservation review. This fee can be waived at the discretion of the Community Development Director for aesthetic building improvements that would not impact the structural integrity of the building.

For more information contact:

Alex Hernandez, Redevelopment

Ph. 661/286-4030

ahernandez@santa-clarita.com

I. PROPERTY/BUILDING OWNER INFORMATION (list all owners)

Legal Owner Name (primary contact): _____

Legal Owner Name: _____

Legal Owner Name: _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other (e-mail): _____

II. BUILDING INFORMATION

Building Address: _____

Year Building was Constructed: _____

III. TENANT CONTACT INFORMATION

Name of Tenant(s): _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other (e-mail): _____

Name of Tenant(s): _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other (e-mail): _____

Name of Tenant(s): _____

Address: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Other (e-mail): _____

IV. PROJECT DESCRIPTION

Please briefly describe your proposed project:

Are you proposing any modifications to the interior of the building(s): Yes No

If you answered yes, please describe proposed work:

V. **APPLICATION CHECKLIST**

Please complete and submit with your application

<input type="checkbox"/> COMPLETED Application Packet Submit application and conceptual design plan	<input type="checkbox"/> PHOTOS of all proposed work areas. (If work area is difficult to access, please have contractor take pictures)
<input type="checkbox"/> COPY of insurance certificate for subject property , (flood insurance must be obtained if the project is in a flood area)	<input type="checkbox"/> COPY of ESTIMATES: <ul style="list-style-type: none"> • Three (3) comparable estimates for each type of repair needed • All three (3) estimates must be for the exact same repair(s) • All estimates must be dated within 90 days of application submittal.
<input type="checkbox"/> If new or replacement signs are proposed, please provide a conceptual sign plan indicating sign design and placement (refer to DNSP sign regulations for more information).	<input type="checkbox"/> If any exterior paint work is proposed, selected paint color swatches and a painting plan shall be provided.
<input type="checkbox"/> If proposing any building improvements visible from the right-of-way, a conceptual plan with a written description from a contractor or designer shall be provided.	<input type="checkbox"/> Specifications – If materials and fixtures are being added to the exterior of the building, provide manufacturer product information. Examples include samples, photos, or website printouts of lighting, awning materials, sign materials, windows, etc.
<input type="checkbox"/> Call the City’s Redevelopment Division at 661.286.4141 or Economic Development at 661.255.4352 for an appointment to submit your application for review.	