



**CITY OF DE PERE**  
**Façade Grant Application**

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of a Tax Increment District (TID). Applications will be acted upon **on a first come first serve basis**. The maximum grant is up to \$10,000 for approved projects. The grant requires the expenditure of \$4.00 of private funds for each \$1.00 of grant funds disbursed. Grants will only be awarded to projects that are approved by the Redevelopment Authority.

Please print or type using black ink for duplicating purposes.

**A. Property Owner:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**B. Property Information:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**C Project Details:** Proposed Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Please attach (1) hard copy and (1) PDF version of the following items:

1. A photo of the existing façade.
2. The proposed project design.
3. The project cost estimates by major category (design, material, labor, etc).

The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my (our) knowledge. I (we) have read and understand the conditions of the City of De Pere Façade Grant Program and agree to abide by its conditions and guidelines.

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Signed Date

Please submit the application to:  
City of De Pere  
ATTN: Planning Department  
335 S Broadway  
De Pere, WI 54115

## **City of De Pere Façade Grant Program Procedures**

1. Notice of Intent
  - a. Property owner shall contact the City Director of Planning in writing with the intent to apply for the Façade Grant Program.
  - b. The City Director of Planning shall inform the property owner if funds are available and will provide a copy of the application and Downtown De Pere Inc. design guidelines.
2. Site Plan Requirements
  - a. Property owner shall complete the grant application
  - b. Property owner shall attach (1) hard copy and (1) PDF version of the following:
    - i. Photo of existing façade
    - ii. Proposed project design
    - iii. Project cost estimates
  - c. Application and attachments are submitted to the City Director of Planning.
3. City of De Pere Approval
  - a. Site plans are forwarded to the City Redevelopment Authority.
  - b. Site plans are forwarded to the City Plan Commission for review and approval if necessary.
  - c. The City will look to Downtown De Pere Inc. for recommendations.
4. Property Owner may begin project
  - a. Property must obtain the necessary building permits.
5. Payment Process
  - a. Once eligible activities of the project are completed, the owner shall provide the City Director of Planning with invoices for those activities.
  - b. Owner shall contact the building inspector who shall conduct an inspection and certify to the Director of Planning that the project work has been completed.
  - c. Invoices and certification of completed work are forwarded to the City Redevelopment Authority for review and approval.
  - d. If approved, the recommendation is forwarded to the City Finance Committee for review and approval.
  - e. If approved, the recommendation is forwarded to the City Council for review and approval.
  - f. If approved, the payment is forwarded to the property owner.

\*\* Owners are limited to a maximum to \$10,000 over their term of ownership of the property.