

## FACADE IMPROVEMENT PROGRAM

The City of El Paso de Robles, through the Community Redevelopment Agency, and in conjunction with Main Street, has created a program to assist building owners and tenants in renovating facades and storefronts. This program is built on a process which permits each project to be evaluated on its own merits while assuring compatibility with program guidelines and goals.

An outline of the process is as follows:

1. Pick up a copy of the Facade Improvement Program information packet from the City's Planning Division or Office of Economic Development, look at your building facade and consider how it compares with the criteria provided in the Design and Sign Standards. You may wish to consult with an architect or a qualified design professional to help you evaluate the potential of your building.
2. If/when you have decided upon a renovation plan and your drawings are complete, determine the cost of the project by soliciting bids from qualified licensed contractors. Prepare all necessary application items for submittal to the Planning Division. (see application checklist)
3. Submit your application. **There is no application fee.** Your application will be reviewed by a planner to determine if it contains all the required information. Once deemed complete, your application will be forwarded to the Architectural Review Committee (ARC) for approval. You and/or your representative may wish to attend the ARC meeting; attendance is recommended but not mandatory. The estimated review period is 2 weeks from the date you submit a complete application.
4. Upon approval of your project, the City will set aside funds for your project. Your loan amount will be calculated based upon projected project costs. **The loan will take the form of a no interest loan, secured by a lien against the property, to be repaid upon sale or transfer of title of the property or in 25 (twentyfive) years, whichever occurs first. There are no interest or principal payments until that time.** You may also proceed at this time to obtain appropriate construction permits. The attached chart identifies the necessary permits for the typical facade improvement project.
5. Construction may begin when permits are obtained. The City will provide a banner indicating your participation in the program; the banner is designed to be displayed at the construction site. You may also wish to display renderings of the completed project. Depending on the nature of renovation, inspection may be required periodically; you or your contractor should check with the Building Division to confirm when inspections will be needed.
6. Once the project is completed, it is necessary that you submit a preliminary title report (dated no more 7 days prior to submittal to the City), proof of fire insurance and all invoices related to the project. Your loan amount will be re-computed based upon actual invoices, but can not exceed the amount approved by the ARC. You will then be notified to sign loan documents at the Finance Department. Shortly thereafter, funds will be disbursed.

Direct inquiries to Arthur McClain, City Economic Development Division at 239-3142.