



Before



After



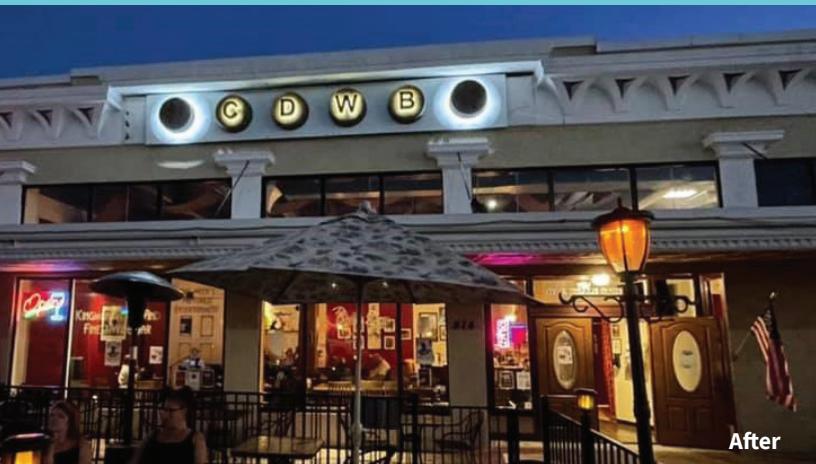
CITY OF KINGMAN

FAÇADE IMPROVEMENT PROGRAM

Economic Development Department
July 2022



Before



After

FAÇADE IMPROVEMENT PROGRAM OVERVIEW



The Façade Improvement Program was established on January 1, 2020. The purpose of the program is to encourage beautification of commercial buildings in the City of Kingman. An unlimited number of applicants may apply for the program until funds have been expended. Applications may be submitted at any time and will be reviewed on a monthly basis.

The program continues to be open to small businesses city-wide with some slight modifications to program eligibility. In FY22/23, a total of \$63,000 is budgeted for the Façade Improvement Program. Below is a general summary of the program:

- The program boundary includes all small businesses and non-profit organization buildings within city limits located in a commercial zoning district.
- The maximum award an applicant can receive is \$9,000.
- 90/10 matching funds.
- Business sign proposals will be reviewed on a case-by-case basis. New business signs proposals must be an upgrade from an existing sign. The replacement sign must compliment the façade and character of the area. The replacement of a sign face or channel letters of an existing mounted signs may not be approved.

ELIGIBILITY REQUIREMENTS

- Any property owner or tenant of a commercial property located in a commercial zoning district (includes non-profit organizations).
- A tenant must have a signature from the property owner on the application.
- The property owner/tenant must not owe any outstanding taxes, fees, judgments, or liens to any government entity.
- The business owner must have a current City of Kingman business license.
- The property cannot have any outstanding zoning violations on the property.
- A property owner may only apply for one commercial property per fiscal cycle.
- If there are various business tenants in a commercial building, each business tenant with a separate business license and address may apply.
- Priority will be given to those who haven't applied or received an award for a Façade Improvement Program reimbursement in the last fiscal cycle.
- If City Code violations exist on the property, the owner/tenant may apply to the program but will not receive any reimbursement until all violations have been remediated.
- Any improvements that will encroach into the public right-of-way will need to obtain an encroachment permit from the Engineering Division.
- All improvements that require a building permit must be completed by a licensed contractor.
- Property owners of registered historic commercial buildings should consult with the State Historic Preservation Office on proposed façade improvements.
- Façade improvements should be permanent to the structure and remain as part of the property if the building is sold or the applicant moves to a different location.
- Improvements must be completed within six months of grant approval.

ELIGIBLE IMPROVEMENTS

- Exterior painting
- Façade cleaning
- Façade repair
- Awnings and canopies
- Doors and windows
- Façade and display window lighting
- Fascia, tile, trim, metal work, and other decorative elements
- Sign upgrade or renovation
- New sign or sign renovation on existing pole sign

INELIGIBLE IMPROVEMENTS

- New building construction (less than five years)
- Equipment
- Roof repairs
- Billboards
- Security systems
- Non-permanent fixtures
- Installation of razor wire and metal bars
- Personal property
- Any interior work
- Parking lot paving and striping
- Landscaping
- Any improvements not visible from the public right-of-way
- Any items not allowed by the City of Kingman Building Code

PROJECT REIMBURSEMENT LIMITS

Property Type	Minimum Total Project Cost	Applicant Match Requirement	Maximum Reimbursement
Commercial	\$1,000	10%	\$9,000

APPLICATION PROCESS

- 1 Initial Contact:** Please contact Monica Murphy, Grants Administrator, at (928)753-8159 or by email at mmurphy@cityofkingman.gov to discuss the project proposal.
- 2 Pre-application Meeting:** A pre-application meeting may be required depending on the complexity of the project.
- 3 Submittal Deadline:** An application packet may be accepted at any time and will be forwarded for review if the packet is complete.
- 4 Submittal Location:** A complete application packet can be mailed, emailed, or dropped off to:
Monica Murphy, Grants Administrator, 310 N. Fourth Street, Kingman, AZ 86401 or emailed to mmurphy@cityofkingman.gov
- 5 Checklist:** A program application must include the following:
 - A complete application; incomplete applications will not be reviewed
 - Site plan with proposed façade renovations
 - Photographs of the existing condition
 - Supporting documentation such as paint colors, awning materials, etc.
 - Itemized quotes and lists of materials for the project.
 - Any portion of the project that will cost between \$1,000-\$4,999 by any vendor requires the submittal of one quote for that portion.
 - Any portion of the project that will cost \$5,000+ by any contractor requires the submittal of three comparable quotes for that portion. Please note the following:
 - The applicant must provide vendors a precise scope of work to provide in order to obtain comparable quotes.
 - Three comparable quotes must be submitted based on the scope of work.
 - For signs, a design of the sign must be obtained before seeking comparable quotes from vendors.
 - For signs, please obtain a separate invoice for the cost of the design to submit with the packet.
 - If an applicant cannot obtain three quotes, a request for a waiver needs to be submitted justifying the inability to obtain three quotes.
 - All work performed must be completed by companies with active City of Kingman business licenses.
 - Please make sure all quotes include sales tax, permit fees, credit card processing fees, materials, labor, and any applicable project fees.
 - If the applicant will be doing any of the labor for the project, the cost of materials will be the only items eligible for reimbursement.

6 **Application Review:** The application will be reviewed for completeness and forwarded to the review team. The review team will make the final determination if the proposal meets the program guidelines and which vendor is awarded to complete the project.

7 **Preference:** The City of Kingman encourages small business owners to apply who have not in the past. We encourage small business owners to apply for projects that total \$10,000 and above to get the highest benefit from this program. We also encourage applicants to propose significant projects like replacing or repairing significant façade features such as exterior painting, dilapidated awnings, and signs, and to contact local vendors for quotes.

8 **Formal Notice to Proceed:** Following application approval, the program manager, Monica Murphy or designee, will issue a formal “Notice to Proceed” which includes the following:

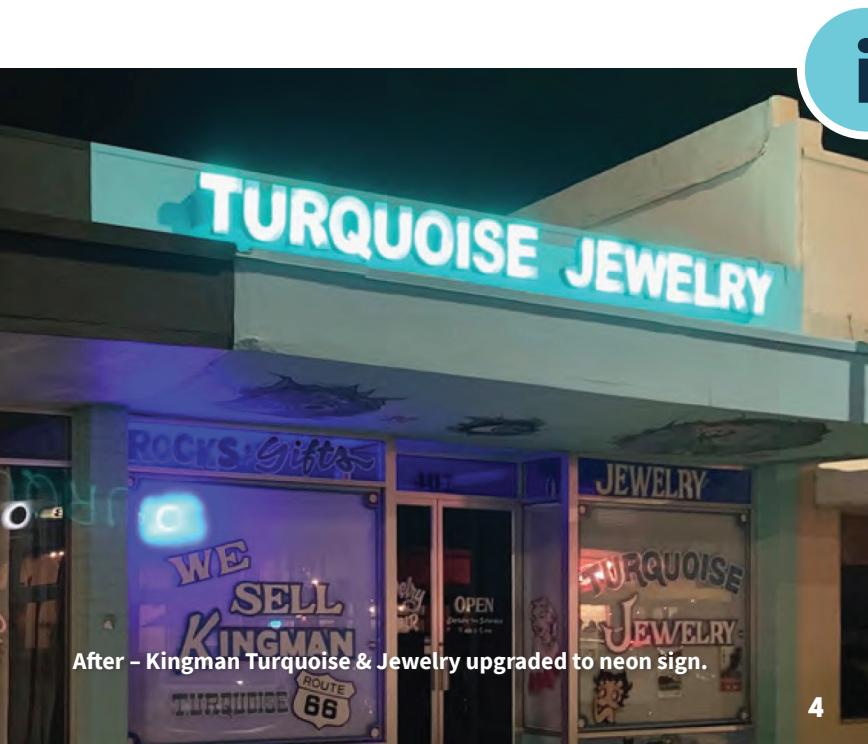
- a. Description of approved improvements and vendors
- b. Reimbursement award amount
- c. Reimbursements will not be issued for any amount exceeding the award amount.
- d. Reimbursements will not be issued for invoices paid in cash. Invoices must be paid by check, cashier’s check, money order, or credit or debit card.
- e. Any work initiated before the City’s issuance of the “Notice to Proceed” will not be eligible for funds reimbursement.
- f. Deadline to complete the project.
- g. Reminder that any City of Kingman building, encroachment, or any other related development permits must be obtained prior to beginning the project.

9 Project Completion:

- a. The program manager or designee must be notified that the project is complete.
- b. The program manager or designee will inspect the completed project to ensure that work was performed as outlined in the “Notice to Proceed” award letter.
- c. This inspection does not replace or supersede any additional inspections that may be required by other City Departments.

10 1 Reimbursement Process: The following documents must be submitted to the program manager:

- a. Copies of paid invoices, cancelled checks, contractor lien waivers, and receipts.
- b. Photographs of the work completed.
- c. The applicant will be reimbursed by check up to the amount of the approved reimbursement award amount.
- d. The applicant is responsible for any remaining project cost.



After - Kingman Turquoise & Jewelry upgraded to neon sign.



PLEASE CONTACT THE FAÇADE IMPROVEMENT PROGRAM MANAGER IF YOU HAVE ANY QUESTIONS AND NEED GUIDANCE THROUGH THE PROJECT.

**Monica Murphy
Grants Administrator**

310 N. Fourth Street
Kingman, AZ 86401

(928) 753-8159

mmurphy@cityofkingman.gov

PROGRAM PARTICIPANTS



Before

After

Dirty Dough Pizza replaced garage door main entry to business.



Before

After

Route 66 Car Wash patched up walls and painted the entire building.



Before

After

Bit of Heaven updated exterior building sign.



City of Kingman | Economic Development Department

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Contact: Monica Murphy, Grants Administrator | (928) 753-8159 | mmurphy@cityofkingman.gov

Date: _____

Business Owner Information:

Name: _____

Company Name: _____

Phone: _____

Fax: _____

Address: _____

City, State, Zip: _____

Email: _____

Property Owner Information:

Name: _____

Company Name: _____

Phone: _____

Fax: _____

Address: _____

City, State, Zip: _____

Email: _____

Please submit the following documentation:

1. Brief narrative of proposed façade improvement (include anticipated completion date of project).
2. Drawing with proposed façade improvement (please include measurements).
3. Photos of existing condition of the building façade.
4. Proposed improvements samples and illustrations: ex. graphics, paint colors, awning materials, sign drawing, etc.
5. Quote of estimated total project cost.
6. If the applicant is the tenant, a permission letter from the property owner.
7. Copy of City of Kingman business license.

I have read the Façade Improvement Program guidelines, know the contents thereof, and agree to the conditions of the application.

Applicant / Owner Signature: _____ Date: _____

Applicant / Owner Signature: _____ Date: _____



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