



# LANDMARK REHABILITATION LOAN PROGRAM APPLICATION

*Revised February 27, 2003*

The following information must be provided to ensure adequate review of your proposal. Please type or print answers to each question. Please keep your responses brief.

## 1. OWNER/APPLICANT INFORMATION

### Owner or Organization

- a. Name: \_\_\_\_\_
- b. Mailing Address: \_\_\_\_\_
- c. Telephone: \_\_\_\_\_
- d. Email: \_\_\_\_\_

### Applicant/Contact Person (if different than owner)

- d. Name: \_\_\_\_\_
- e. Mailing Address: \_\_\_\_\_
- f. Telephone: \_\_\_\_\_
- g. Email: \_\_\_\_\_

## 2. PROPERTY INFORMATION

- a. Landmark Address: \_\_\_\_\_
- b. Exact name of the landmarked property as listed with the City of Fort Collins:  
\_\_\_\_\_
- c. Primary Use of Property (check one):  *Non-Residential*  
 *Residential*



#### 4. DESCRIPTION OF REHABILITATION

<b>Feature A</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature B</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature C</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:

**4. DESCRIPTION OF REHABILITATION (continued)**

<b>Feature D</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature E</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:
<b>Feature F</b>	
Name of Architectural Feature: _____ Describe feature and its condition:	Describe proposed work on feature:

*Please photocopy this sheet and attach copies if necessary*



**7. ASSURANCES**

The Owner and Applicant hereby agree and acknowledge that:

- A. Loan recipients agree to supply at least an equal match to the loan amount.
- B. Funds received as a result of this application will be expended solely on described projects, and must be completed within established timelines.
- C. The subject structure must have local landmark designation or be a contributing structure in a local landmark district.
- D. Loan funds may be spent only for exterior rehabilitation of the structure.
- E. Matching funds may be spent for exterior rehabilitation/stabilization of the property, and/or the rehabilitation of electrical, heating or plumbing systems, including fire sprinkler systems in commercial buildings.
- F. Neither loan monies nor matching funds may be spent for the installation of or rehabilitation of signage, interior rehabilitation or decorations, building additions, or the addition of architectural or decorative elements which were not part of the original historic structure.
- G. All work must comply with the standards and/or guidelines of the City and the United States Secretary of the Interior for the preservation, reconstruction, restoration or rehabilitation of historic resources.
- H. Loan recipients must submit project for design review by the Landmark Preservation Commission before construction work is started.
- I. All work approved for loan funding must be completed even if partially funded through the Landmark Rehabilitation Loan Program.
- J. Loan recipients will receive disbursement of loan funds not sooner than thirty (30) days after all work has been completed and approved, receipts documenting the costs of the work have been submitted to the City, and physical inspection has been completed by the City.
- K. Loan recipients agree to place a sign, provided by the City, on the property stating that the rehabilitation of the property was funded in part by the City’s Landmark Rehabilitation Loan Program for the duration of the rehabilitation work.
- L. The award and disbursement of this loan shall be governed by the provisions of the ordinance of the Council of the City of Fort Collins establishing the Landmark Rehabilitation Loan Program as an ongoing project of the City.
- M. The owner agrees to maintain the property after rehabilitation work has been completed.
- N. Loans are provided at zero percent interest. Upon successful completion and inspection of the project, loan recipients will be required to sign a Promissory Note and Deed of Trust to secure loan funds. Repayment will be required upon sale or transfer of the property.
- O. Loans may be subordinated in second position below the property's mortgage. Subordination below second position will require the owner to demonstrate that the equity in the property exceeds its debt.

\_\_\_\_\_  
Signature of Applicant (if different than owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date