



Design Assistance Program Application and Agreement

Date: _____

SUBMITTAL INFORMATION

The following items must accompany this application (if applicable):

1. Basic sketches, plans, and/or narrative of the proposed project
2. Photographs of the property
3. Other pertinent information (interior floor plan, proposed materials, etc.)

OWNER INFORMATION

Property Owner: _____

Phone: _____ Email: _____

Property Owner Mailing Address: _____

LOCATION

Address: _____

Name of Neighborhood/Landmark/Landmark District: _____

PROJECT DESCRIPTION

The applicant listed above is applying to the City of Fort Collins, Community Development and Neighborhood Services Department, for the services of a pre-qualified design consultant for the project described below: (attach a separate sheet if needed)

Assistance Amount Requested (Up to \$2,000): _____

REQUIREMENTS

- The applicant shall be the owner of the property. The Design Assistance Program is available to properties located within the Eastside and Westside Neighborhoods (generally, north of Prospect Road between Taft Hill Road and Lemay Avenue); properties in or adjacent to the Old Town commercial district; and properties designated as Landmarks, or located adjacent to a designated Landmark. Other projects/properties may be approved by the Landmark Preservation Commission.
- The Design Assistance Program is intended for projects that will impact a building's exterior, particularly those elevations that are visible from public streets.
- Design Assistance Program funding can be applied towards more than one part of the same project using separate consultants, i.e., a mortar analysis and the design work can both receive funding, up to the \$2,000 per property per year limit.
- Owners of multiple buildings may apply for Design Assistance Program funding for up to five separate properties per year, unless otherwise approved by the Landmark Preservation Commission.
- Funds are available on a first come, first served basis.

APPLICATION PROCESS

- Property owner meets with City Historic Preservation staff for an initial discussion and completes Application Form.
- Property owner contacts, interviews, and selects consultant.
- Owner submits completed Application Form, including property location, property owner name and contact information, consultant selected, nature of project, and amount of program funds being requested. Staff will review the application and will notify the owner of acceptance for funding.
- Owner enters into a contract with the consultant.
- Consultant submits plans or report to staff for approval, and provides an itemized invoice. The City will provide the Design Assistance funds to the consultant directly.
- The Landmark Preservation Commission Design Subcommittee offers complimentary, no obligation reviews of projects. The owner, the consultant, or City staff may request a meeting with the Design Subcommittee of the Commission, for a complimentary, no obligation review of the design.

Property Owner's Signature

Design Consultant Signature

Date

Date

FOR OFFICE USE ONLY

☐ Approved Amount Approved \$ _____ For: _____

Design Consultant Selected: _____

☐ Denied

City Authorized Signature

Date

Funding is not assured without City-Authorized Signature!