



Design Assistance Program Application and Agreement

Date: _____

SUBMITTAL INFORMATION

The following items must accompany this application:

1. Photographs of the property, including the work area(s) that will be a subject of the proposed work;
2. Other pertinent information (interior floor plan, proposed materials, additional project description, etc.), if applicable/available.

OWNER INFORMATION

Property Owner:

Phone: _____ Email: _____

Property Owner Mailing Address:

LOCATION & PROJECT NEED

Address:

Name of Neighborhood/Landmark/Landmark District:

Brief Description of Project Need:

GENERAL GUIDELINES

- The applicant shall be the owner of the property. The Design Assistance Program is available to properties located within the Old Town Neighborhoods; properties in or adjacent to the Old Town commercial district; and properties designated as Landmarks, or located adjacent to a designated Landmark. Assistance for projects on other historic properties will require special approval.
- The Design Assistance Program is intended for projects that will impact a building's exterior, particularly those elevations that are visible from public streets and that affect the historic character of a commercial block or neighborhood.
- Funding can be applied towards more than one part of the same project using separate consultants, e.g. a project that requires mortar analysis from a qualified mason and a window rehabilitation inventory from a preservation specialist can both receive funding, up to the \$2,000 per qualifying project.
- The City reserves the right to reject plans that do not demonstrate contextually compatible design, retain eligibility of the property, or which do not meet building codes or permit requirements. Compatibility is defined in the [Secretary of the Interior's Standards and Guidelines for Rehabilitation](#).
- Funds for the program are provided annually in the City budget and are available on a first come, first served basis.

APPLICATION & PROJECT PROCESS

- Owner schedules a meeting or phone conference with Historic Preservation staff.
- Owner submits application for Design Assistance Program to reserve funding for your project. Funds are available on a first come, first served basis (applications are also accepted prior to meeting with staff).
- Staff connects owner with appropriate consultant(s) based on needed expertise.
- Consultant conducts site visit, discusses project with owner and staff, and provides cost estimate for the work.
- Consultant submits plans or technical studies for staff review. The plans must meet the program guidelines and intent of the program, as noted above.
- City pays the consultant directly for the agreed amount, up to a maximum of \$2,000.
- Before work commences, all projects involving designated Fort Collins Landmarks must seek approval (Certificate of Appropriateness) for plans funded by the Design Assistance Program through the Design Review process.
- Once project is completed, owner sends staff photographs of completed work.

Property Owner's Signature

Date