



Planning and Zoning Room 300
 City Hall
 105 East Third Street
 Ottumwa, IA 52501

DOWNTOWN DISTRICT GRANT PROGRAMS APPLICATION		
APPLICANT INFORMATION		
Name:		
Phone:		
Address:		
City:	State:	ZIP Code:
E-mail:		
(Circle One) Owner Tenant		
PROPERTY INFORMATION		
Business Name		
Description of Business/Property Use		
Property Manager (If different from applicant)		
Address		
City:	State:	ZIP Code:
E-mail:		
SELECT PROGRAM (CIRCLE)		
Roof Program	Attach project description 1 itemized estimates, photos, copy of the deed, certificate of zoning compliance	
Façade Program	Attach project description, 2 itemized estimates, construction specs/drawings, photos, copy of the deed, certificate of zoning compliance	
Downtown Interest Buy-Down Loan Program	Attach project description, 1 itemized estimate, construction specs/drawings, photos, copy of the deed, loan approval letter, certificate of zoning compliance	
SIGNATURES		
I authorize the verification of the information provided on this form and have attached all required documentation. I also understand that my project may be used for marketing the program to other businesses.		
Signature of applicant:	Date:	

Summary

The City in partnership with the Ottumwa Regional Legacy Foundation offer several grant programs to help Downtown District business owners establish and maintain businesses in the downtown district. Businesses and non-profit organizations are eligible with the exception of conditional (Adult) uses. Final approval of application is decided by the Downtown Development Review Team.

Submittal Checklist

- **Prior approval** from the Downtown Development Review Team is required before proceeding with work that is part of the application.
- Itemized construction contract, to include plans, itemized cost estimates and specifications
- Letter of loan approval from a lending institution (for the Downtown Interest Buy-Down Loan Program)
- Certificate of Zoning Compliance
- Proof of payment of all property taxes
- Verification of ownership (i.e.: Property Deed)
- Copy of the lease and letter of permission from building owner if applicable.
- Photos of the area of proposed improvements
- Copy of repair plan filed with City Health and Inspections Department if required.

Process

The application process will be through the Planning and Development Department located on the third floor of City Hall in Room 300. Staff is available to assist the applicant prepare an application for the program. For larger and more extensive projects, an architect is recommended.

Project plans will be reviewed by the Downtown Development Review Team who will endorse the project. Your project's approval will be determined by its potential contribution to the overall architectural character of the central business district.

Program Limits

Downtown Façade Improvement Grant Program

1. Twenty-five percent (25%) grant paid as reimbursement.
2. A maximum City participation of \$10,000.00 per facade (facade may include front, side, and rear portions of the building as approved by the Downtown



Planning and Zoning Room 300
City Hall
105 East Third Street
Ottumwa, IA 52501

Development Review Team.)

Downtown Roof Replacement Assistance Program

1. 50% matching grant, not to exceed \$7,500 paid as reimbursement
2. Materials should have a 15 year warranty and be of light colored material or other "cool" product.

Downtown Interest Buy-Down Loan Program

1. Will pay up to 7.25% interest on a 5 year loan up to \$7500. Paid within 30 days prior to closing.