

CITY OF FOREST GROVE – HISTORIC LANDMARKS BOARD HISTORIC PRESERVATION RENOVATION GRANTS

The Forest Grove Historic Landmarks Board's renovation grant program makes funds available to property owners of *Registered* historic buildings desiring to make *exterior* rehabilitation or renovation improvements; *structural improvements* to preserve the integrity of the structure may also qualify. *Historic Contributing* and *Historic Non-Contributing* structures in the Clark, Painter's Woods, and Walker-Naylor National Historic Districts are also eligible. The conditions of the program require that all improvements and projects be in keeping with the architectural integrity of the structure. Design assistance is available free of charge from the Historic Landmarks Board. The process for participating in this program is as follows:

1. Complete the Renovation Grant Application and submit it to the Community Development Department. Applicants may request only one project at a time. **No application will be reviewed that does not have at least two bids attached.** Applications should also include:
 - Photos (including close-ups of any architectural details involved in the renovation);
 - Samples of replacement and new construction materials;
 - Manufacturer's specifications and details of product installation;
 - Scaled plans, elevations and/or section drawings that include major architectural features and the design and location of the proposed renovation project as-built and as proposed; and
 - A written description of the project.

The Board reviews applications on the fourth Tuesday of each month. Applications received by the third Monday of each month should be processed during that same month. *Applicants should attend the Board meeting to respond to any questions.*
2. The Board will review and approve projects that are keeping with the historic integrity of the structure, subject to the following conditions and criteria:
 - i. Historic restoration and renovation projects will be given priority over periodic maintenance-type projects. For example, a project to restore architectural details such as porch railings or removing contemporary siding will be given priority over the installation of gutters or repainting. Conditions of approval may be applied to a project.
 - ii. Any property receiving a grant must remain on the *Register* for at least five full years following completion of the project. If the property is removed from the *Register*, the grant must be repaid in full.
 - iii. In the Clark, Painter's Woods, and Walker-Naylor National Historic Districts, all *Historic Contributing* structures are eligible. Owners of *Historic Non-Contributing* properties are required to submit a complete renovation plan, including the scope of the work to be completed and the time frame. The Board will consider awarding funds for the final phase of the renovation, so that, upon completion, the structure would then be eligible for *Historic Contributing* status.
 - iv. Painting and roofing projects are eligible to receive a grant of up to \$500 or 10% of the project cost, whichever is the lesser amount.
 - v. All other projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is the lesser amount.
 - vi. Grant recipients are required to display a sign (available from the Community Development Department) identifying the project as having received grant funding.
 - vii. Projects must be completed within 180 days of when the grant is awarded. Funds are distributed to the owner (not the contractor) upon completion of the project.
 - viii. Grants are considered taxable income and must be reported on your income tax return.
3. The grant cycle is based on the fiscal year (July-June). Applications may be submitted by June 15th and anytime thereafter if funding remains available. *Funds are available no sooner than July 1st or when released by the City. Grants are not awarded for materials already purchased or for work already in progress or completed.* First-time applicants receive priority, but previous grant recipients in the current fiscal year may apply for any funds remaining in the fourth quarter (April-June). Questions about the program or the application should be directed to Senior Planner James Reitz at (503) 992-3233 during regular business hours, or e-mail at jreitz@forestgrove-or.gov

Historic Preservation Renovation Grant Application
Please Print Clearly

DATE: _____

Applicant Name: _____ Address: _____

Phone Number: _____ E-mail Address: _____

Site Address: _____ Historic Name (if known): _____

Historic Date (if known): _____ Architectural Style: _____

Tax Assessor Map and Parcel Number: _____

Treatment (check one): Preservation Rehabilitation Restoration Reconstruction
(From the *Secretary of the Interior's Standards for the Treatment of Historic Properties*).

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.)

REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

RECONSTRUCTION re-creates vanished or non-surviving portions of a property for interpretive purposes.

Project Description: Briefly explain the proposed work and the materials to be used. If you are planning to paint your historic building, please attach a paint sample for approval. **NOTE: SOME ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS.**

Historicity or Preservation Significance: Describe how the project will enhance the historical nature of, or preserve, renovate or rebuild, the historical aspects of the structure.

Historical Documentation: Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

Photographs: Submit a “before” photo of the project site. An “after” photograph is required upon completion of the project. **Digital photos should be submitted on disk or via an e-mail attachment.**

Project Costs: Attach the contractor’s bids, or a list of detailed estimates for materials. (Example: Paint: 10 gallons @ \$25/each = \$250; Siding (drop lap): 600 feet, 1" x 6" @ \$1/foot = \$600). Eligible labor costs are limited to those performed by a licensed contractor.

Materials and Labor	Cost Estimate
_____	_____
_____	_____
_____	_____

Total: _____

Total amount requested: _____

- *Painting and roofing projects are eligible to receive a grant of up to \$500 or 10% of the project cost, whichever is the lesser amount.*
- *All other projects are eligible to receive up to a \$1,000 grant or 50% of the project cost, whichever is the lesser amount.*
- Have you applied to other grant sources for this project? Check one: Yes No

If yes, indicate the grant source(s) and the amount: _____

Project Scheduling:

Beginning Date: _____ Completion Date: _____

Since funding is limited, you must contact the Historic Landmarks Board if you cannot start your project within 90 days of the scheduled beginning date to apply for a beginning time extension. Projects must be completed within 180 days of when the grant is awarded.

If you are approved for a Renovation Grant, you must contact the Board when you actually begin the proposed work, and when you finish the project. A member of the Board will inspect the work when the project is completed.

I have read the Secretary of the Interior’s Standards for the Treatment of Historic Properties and agree to do the project as approved within six months of the application. I will notify the Board when I begin the project and when the project is completed.

Signature: _____ Date: _____

RENOVATION GRANT CHECK LIST
(to be completed by staff)

_____ Application submitted (Date: _____)

_____ Historic eligibility verified

_____ Ownership verified

_____ HLB review of request (date): _____

_____ Letter sent to the applicant of HLB action

_____ Approved

_____ Denied (reason for denial): _____

_____ Additional information requested:

_____ Work begun (date): _____

_____ Work Completed (date): _____

_____ Follow-up inspection. Board Member name: _____

Signature: _____ Date: _____

Total cost of project: \$ _____

Grant awarded: \$ _____

Amount due owner: \$ _____ Check sent (Date: _____)

(Not to exceed either the project costs or the grant awarded, whichever is the lesser).