



City of St. James

Commercial Revitalization Program

POLICY

Purpose

By offering a low-interest loan, our Commercial Revitalization Program helps property owners make repairs to their commercial buildings that will improve the exterior design of the building, the building energy efficiency, and the building ADA compliancy.

Availability

Each applicant may apply for up to \$20,000 in assistance under the Commercial Revitalization Program by submitting the attached application to the City of St. James. Property owners will be required to sign paperwork ensuring the loan will be used for building repairs, sign a promissory note, provide an estimate for the work, and secure a building permit- if one is necessary for the scope of work. Loans may be provided to the extent funding is available in the Commercial Revitalization Program. Funds shall be paid back over a period of 5-years at an interest rate of 2.5%. Applicants are not eligible for subsequent Commercial Revitalization Program funding until their existing loan is repaid in its entirety.

Applicant Eligibility

Loans are available to property owners of commercial buildings located in the business districts of St. James. Priority will be given to commercial buildings that are located in the downtown area (1st Ave S. between 8th St S and 2nd St S) of St. James.

Eligible Uses for Commercial Revitalization Program

Funds may only be used for exterior repairs/improvements, code violation corrections, handicapped accessibility and energy improvements. Commercial Revitalization funds may not be used for “remodeling” type improvements. Proposed improvements must conform to the City of St. James’ Building Code and Zoning Ordinance.

Eligible Improvements

- Code Violations
- Elimination of Lead Based Paint and Asbestos
- ADA Building Accessibility
- Historic Renovation (if applicable)
- Exterior Renovations
- Structural Repairs
- Mechanical Repairs/Replacements
- Electrical System Repairs
- Windows/Doors
- Signage/Awnings
- Energy Improvements

Ineligible Improvements

- Interior Electrical Fixtures/Receptacles
- Plumbing Fixtures not related to Accessibility Modifications
- Structural Modifications/Additions
- Air Conditioning
- Interior Shelving
- Floor Coverings

When Payment Made

Payment will be made upon approval of an application and successful execution of all required documents.

The City of St. James prohibits discrimination against any applicants of the Commercial Revitalization program because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable Federal and State Law.



City of St. James

Commercial Revitalization Program

APPLICATION

Date of Application: ____/____/20____

Someone in my home speaks English and can speak on my behalf when I am called about my application (circle one) Yes No *If you circle no, someone will call you that speaks Spanish on behalf of the City.*

OWNER INFORMATION

NOTE for owners of multiple properties: A separate application is required for EACH PROPERTY you want included in the Commercial Revitalization Program. You may make additional copies of this form as needed.

| | | | |
|--------------------------------|--------------------------|---------------------|--|
| Name of Property Owner: | | | |
| Owner Address: | | | |
| Owner Email: | | Owner Phone: | |
| Building Address: | Parcel Number(s): | | |

Check here that you read and understood the eligible uses for the Commercial Revitalization Program. I understand that only exterior improvements and code violations are eligible for funding.

PROPERTY INFORMATION

| | |
|---|---|
| As property owner, do you operate a business in the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the name of <u>your</u> business _____ |
| Do you currently lease/rent any portion of the building to others to operate an existing business? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please list the businesses that operate in your building: |
| Approximately how many employees are employed within your building? | ____ employees Include the TOTAL number of people employed by ALL businesses that operate within this one property. |
| Is any portion of your building vacant? | <input type="checkbox"/> Yes (____%) <input type="checkbox"/> No |
| What year was your building constructed? | <i>If unsure, please provide your best estimate.</i> |
| What is the estimated market value of your property? | \$ _____ <i>This information can be found on an appraisal or your Property Tax Statement, listed as your "Estimated Market Value." If you do not have this information, please provide your best estimate.</i> |

COMMERCIAL BUILDING INFORMATION

How would you describe the condition of the following items in your building?

| | | |
|--|---|--|
| Exterior | Roof | |
| | Foundation | |
| | Siding/Brickwork | |
| Interior | Ceiling | |
| | Walls | |
| | Floors/Floor Covering | |
| Systems | Electrical | |
| | Plumbing | |
| | HVAC | |
| Energy Conservation | Insulation | |
| | Windows | |
| | Doors | |
| | Furnace | |
| | Water Heater | |
| Other | Smoke Alarms | |
| | Sprinkler System | |
| | Handicap Accessibility | |
| Would you be able to pay for a portion of the repair costs through a low-interest loan? | <input type="checkbox"/> Yes (see below) <input type="checkbox"/> No | |
| | How much would you be able to repay on a monthly basis? \$ _____ | |

Describe the proposed improvements to the commercial building.

REQUIRED DOCUMENTATION

- Verification of homeownership- Copy of recorded deed
- Personal or Business Financial Statement
- Estimate of work to be performed - estimate from contractor or cost of materials included in the scope of work
- Photos- Printed photos if applicable
- Building permit- A copy of your building permit application if applicable

ADMINISTRATIVE PROCESS

Applications need to be turned into City Hall during open business hours. Applications will be processed on a first-come, first-served basis. Incomplete applications will not be accepted and will need to be resubmitted as a new application. Applicants will be notified within ten (10) days of the application submission date if their application was accepted or declined.

If your application is accepted but funds have been exhausted, you will be notified and placed on a waiting list. When funds are available you will be contacted to see if you are still interested in the program at that time.

If your application is accepted and there are funds available, you will be notified by telephone, and will be told when you can pick up your check from City.

Contact the Economic Development Director for more information or any questions at 507-375-1289.

Signature of Applicant

Date

Signature of Applicant

Date