

**Detroit Lakes Development Authority  
Façade Improvement Grant Program  
Guidelines**

**Purpose:**

The “Façade Improvement Grant Program” is designed to provide an incentive to building owners and/or business owners in downtown Detroit Lakes for upgrading and improving the exterior appearance of the front and rear of their buildings. This program is available to those who will not obtain any other benefits through Detroit Lakes Development Authority for the eligible improvements. Applicant will receive a reimbursement of 15% of the improvements, with a limit of \$3,000.

**Eligible Improvements:**

Monies received can be used for remodeling of the exterior of the building, including walls, windows, window display areas, doorways, sign lettering, canopies, and similar improvements. A sketch identifying the materials, colors, and final design of the improvements must accompany the application, along with a contractor’s itemized estimate of the project’s cost. Applicants should use the design guidelines on the following page to design their façade improvements.

**Eligible Applicants:**

Eligible applicants will consist of: 1) Building owners, and 2) Tenants with long-term leases, which permit them to undertake leasehold improvements.

**Applicant’s Responsibility:**

If applicant has a change of ownership, or if business closes (if Applicant is a Tenant) within five (5) years of receiving the grant, then Detroit Lakes Development Authority shall receive a pro-rata reimbursement of the grant proceeds, in an amount equal to the percent of time remaining of the five-year period.

**Application Procedures:**

A façade improvement grant application under the program must be approved by the Detroit Lakes Development Authority (“DLDA”) as follows:

- 1) Application must be completed, signed and submitted to DLDA.
- 2) On applications up to \$3,000 (up to 15% of \$20,000 project), the request will then be presented to a DLDA loan committee for approval, typically within two weeks.
- 3) Funds will be paid to Applicant upon completion of project, completion of W-9, and proof that required amount has been paid; 15% paid will be the lesser of the amount requested or the amount paid for the project.

Note: If you have any questions concerning the application or need assistance in completing the application, please contact the City of Detroit Lakes, Community Development Office at (218) 846-7125.

## **DESIGN GUIDELINES FOR FAÇADE IMPROVEMENTS**

### **Objective:**

The objective of the design guidelines is to encourage desirable elements which the community would like to see reinforced in building design and property development. The guidelines are intended to promote pedestrian activity, define the street edge and to encourage a scale and character that is appropriate for the development area.

- 1) Facades should be organized vertically. Larger buildings should be divided into increments of 48 feet or less through articulation of the façade;
- 2) A minimum of 60% of the ground level façade shall be transparent;
- 3) Reflective glass or glass tinted more than 40% should not be used;
- 4) Building Materials: Building should exhibit a high degree of quality and permanence. Primary materials would include:
  - a. Glass curtain wall system;
  - b. Architectural concrete;
  - c. Brick, stone and other high quality materials;
  - d. Ceramic tile; Stucco above the base level;
- 5) Signage should be professionally done and of a scale appropriate to the building.

**DETROIT LAKES DEVELOPMENT AUTHORITY  
FAÇADE IMPROVEMENT GRANT PROGRAM  
APPLICATION**

- 1) \_\_\_\_\_  
Name of Applicant: Owner \_\_\_\_\_ Tenant \_\_\_\_\_
- \_\_\_\_\_
- Street Address
- \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- \_\_\_\_\_
- Social Security Number \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_
- \_\_\_\_\_
- Telephone Number \_\_\_\_\_
- 2) \_\_\_\_\_, Detroit Lakes, MN  
Address of Building to be Improved
- 3) **Form of Ownership:**  
\_\_\_\_\_ Sole Owner \_\_\_\_\_ Limited Partnership  
\_\_\_\_\_ Partnership \_\_\_\_\_ Corporation
- 4) **Building Information:**  
Length \_\_\_\_\_ Ft. Width \_\_\_\_\_ Ft.  
Owner \_\_\_\_\_ Tenant \_\_\_\_\_
- 5) **Project Description:**  
Briefly describe the improvements you plan to undertake:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

6) **Project Cost** \$ \_\_\_\_\_

NOTE: At a minimum, attach a contractor's itemized estimate of the project's costs, along with a schematic drawing of the improvement upon completion.

7) **Financing Plan**

Name of lender \_\_\_\_\_

Name of Loan Officer/Contact Information \_\_\_\_\_

\_\_\_\_\_

Loan Amount \_\_\_\_\_

Equity \_\_\_\_\_

Security Collateral \_\_\_\_\_

Terms \_\_\_\_\_

\_\_\_\_\_

I hereby authorize the submission of this application to the Detroit Lakes Development Authority. I hereby represent and warrant the information contained herein is true and correct, and that I am not aware of any existing or potential conditions, actions or circumstances which, if disclosed, would adversely affect the approval of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title