



130 S. McKinley Avenue  
Fort Lupton, CO 80621  
(303) 857-6694

### Building Renovation Grant Program Application

**A. CONTACT INFORMATION**

1) Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Are you the owner of the property you are requesting grant funding for? Yes  No

If you responded no, please provide the property owner's information under Paragraph A(2).

2) Property Owner Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**B. SITE INFORMATION** *(Verify the Property is in the Program Area (Appendix 1 of the Guidelines) prior to submitting an Application.)*

Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Is this property historically designated? Yes  No

**C. PROJECT DESCRIPTION**

Please provide a short description of the proposed project in the space provided below:

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Describe how the proposed project will improve the overall look of the Grant Area:

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**D. PROJECT COSTS**

**ITEMIZATION OF PROJECT COSTS**

*Project costs provided should be based on the receipt of two contractor bids, unless the proposed improvements are exempt from this requirement under the Guidelines.*

Description of Cost	Cost Estimate
<b>Total Estimated Project Cost:</b>	
<b>Total Grant Amount Requested:</b> <i>(not to exceed 50% of project cost)</i>	

**E. REQUIRED DOCUMENTS**

This application must be fully complete, and the following documents submitted, in order for the Fort Lupton Urban Renewal Authority to consider the request:

- Proof that a pre-application conference was held with FLURA staff to discuss the project prior to submitting the Application. This conference must be take place at least two weeks prior to the application deadline. Contact FLURA staff at 303.857.6694 to schedule this meeting.
- Architectural renderings, site plans and/or other visual representations of the proposed improvements. For paint, a paint sample of the proposed color should be provided.
- Photos of the building. For exterior façade improvements, provide photos for all sides of the building that improvements are being requested for. For International Building Code and/or International Fire Code improvements, a photo of the front elevation of the building, as well as the interior portion of the building where renovations are being requested for should be submitted.
- Two estimates from contractors, except that applications for painting a façade do not require a contractor estimate.
- For an application for signage, initial approval from the City of Fort Lupton Building Department must be provided.
- The property owner shall submit proof of ownership of the building.
- For historically designated buildings, a report of acceptability stating the work is approved by the Fort Lupton Historic Preservation Board. Note that the process to receive a report of acceptability can take a month or longer, so you should begin this process as soon as possible.

**F. CERTIFICATIONS**

**Applicant Certification**

By signing this application, I attest that I am acting with the knowledge and consent of all owners of the property that is the subject of this application, and that I have the full intention and ability to complete the improvements described in this application if a Building Renovation Grant is awarded. I understand that I am required to enter into a Building Renovation Grant Agreement within 30 days of approval of a Grant award. If an Agreement is not finalized by that time, then the Grant award will be null and void. I further certify that all information submitted with this application is true and accurate to the best of my knowledge.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner Certification**

I hereby certify that I am the legal owner of record of the property that is the subject of this application. I hereby authorize the applicant to apply for this Building Renovation Grant and to perform the improvements described in this application if a Building Renovation Grant is awarded.

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Received Date: \_\_\_\_\_

If the application is not complete, state reasons why it is incomplete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deemed Complete Date: \_\_\_\_\_

## Instructions for Submitting the Building Renovation Grant Program Application

### DEFINITIONS

Words in the singular include the plural and words in the plural include the singular.

Application refers to the official submittal to the Fort Lupton Urban Renewal Authority for review of the improvements described in the Building Renovation Grant Application. The Application includes the application form, all materials submitted for review of the project, and any additional information provided.

Project refers to the proposed improvements that the Applicant is applying for grant funding for as described in the Application.

Property refers to the land that is being proposed for improvements as described in the Application.

### A. CONTACT INFORMATION

- 1) Provide contact information for all applicants that are authorized by the owners identified in Section A(2) to submit this application. If the contact information for all applicants will not fit on the space provided, submit a separate sheet for the additional representatives.
- 2) Provide contact information for all owners of any property that is the subject of the application. If the contact information for all owners will not fit on the space provided, submit a separate sheet for the additional owners.

### B. SITE INFORMATION

Provide all information requested. Parcel numbers and address information may be found at the Weld County Property Portal at <https://www.co.weld.co.us/maps/propertyportal/>. To find out if a building is designated, please visit <http://www.fortlupton.org/425/Historic-Designation> or contact the Historic Preservation Board staff liaison at 303.857.6694. Applicant is responsible for ensuring the Property is located within the Building Renovation Grant Area (Appendix 1 of the Building Renovation Program Guidelines) prior to submitting an Application.

### B. PROJECT DESCRIPTION

Please provide a description of the proposed improvements and how they will improve the Grant Area. Be sure to review the list of eligible and ineligible improvements in the Building Renovation Program Grant Guidelines prior to submitting an Application. If you need more space, please attach a separate sheet.

### C. PROJECT COSTS

Provide an itemized list of estimated project costs for the project and the total estimated cost for the project. Attach supporting documentation for these costs, including two contractor bids (unless the project is for painting a façade). Also provide the total grant amount that applicant is requesting, which shall not exceed 50% of the project cost. If you need more space, please attach a separate sheet.

### D. REQUIRED DOCUMENTS

FLURA staff will review all applications to ensure that it is complete and all required attachments are included. If there are items missing and the application has been submitted at least one week in advance of the application deadline, staff will inform the applicant of any missing information so they can supplement their application prior to the deadline.

### E. CERTIFICATIONS

**Applicant Certification.** Provide the signature of the applicant(s) in this section.

**Owner Certification.** Provide the signature of all owners of the Property.

**For any other questions, please contact the Fort Lupton Urban Renewal Authority staff at 303.857.6694.**