



## **Bellevue Renaissance District Signage Grant Program**

### **About the Grant**

The Bellevue Renaissance District Signage Grant Program provides financial assistance to eligible ground floor businesses and commercial property owners interested in installing new signage or upgrade existing signage for commercial first floor tenants. The intent of the program is to create a positive retail environment along historic Fairfield Avenue.

The Signage Grant is a 50-50 matching grant with the grant match portion not exceeding \$500 and may be used for the cost of design, fabrication, and installation of the signage. Any expenditures that exceed grant amounts shall be the sole responsibility of the applicant(s). Funding is on a reimbursement basis and takes place when the completed project has been reviewed for meeting all the requirements and the Bellevue Renaissance Signage Grant Program contract is signed by the Main Street/Renaissance Coordinator.

### **Eligible Fees**

Actual costs associated with the approved signage design, fabrication, and installation, including illumination of the sign, may be eligible expenditures. Signage must be maintained for a minimum of two (2) years or the grant sum must be repaid on a prorated basis.

### **Eligibility Requirements**

Projecting signs hung from iron brackets are preferred, but other types of signs will be considered. All requests must meet the following criteria in order to be considered for a matching Bellevue Renaissance Signage grant:

- The signage must be for first floor commercial tenants located in the Bellevue Renaissance district.
- Meet zoning requirements and building code requirements.
- Meet Taylor's Daughters and Fairfield Avenue Design Review Guidelines and undergo Historic Preservation Commission review for Certificate of Occupancy (COA) approval.

- Local taxes on the property and for the business must be current.
- There may be no active or pending Code Enforcement actions against the property or business.
- Contractors must hold a current Bellevue Occupational License.
- Leasers will need written approval from the building owner for the proposed sign.
- Designate a single point of contact for the project.
- Application requests must be submitted by May 1, 2011. \$2,500 of grant funds are available for the program beginning July 1, 2010.
- Final inspection of signage installation and submission of all qualifying receipts and canceled checks must be completed by June 2, 2011 to receive reimbursement.
- Submission of the following documents before commencement of work:
  - Bellevue Renaissance District Signage Grant Program application.
  - Sign Permit Application.
  - COA application.
  - Detailed drawing of the proposed sign and bracket (if applicable) including: dimensions, material to be used, fonts, colors, and illustrations.
  - Scale drawing representing placement of the sign on the property.
  - Executed Bellevue Renaissance District Signage Grant Contract.

## **Bellevue Renaissance District Signage Grant Program A Step-by-Step Guide for Applicants**

The following are all of the steps necessary to receive a Bellevue Renaissance District Signage Grant:

1. Submit the completed Sign Permit, Certificate of Appropriateness (COA) and Bellevue Renaissance District Signage Grant including the required drawings to the Main Street/Renaissance Coordinator.
2. The Code Official and Zoning Administrator will review the Sign Permit application.
3. The Historic Preservation Officer will review the COA application.
4. Once the Signage Grant application has determined as eligible the proposed sign request will be added to the next Historic Preservation Commission's meeting agenda held on the first or third Monday of each month.
5. Following Historic Preservation Approval a Renaissance District Signage Grant contract must be executed including final information on costs.
6. The applicant will obtain all required permits for the City of Bellevue.
7. Final inspections must be made by the Code Official and Main Street/Renaissance Coordinator.
8. Upon approval of the final inspections the applicant must submit qualifying receipts with copies of the cancelled checks for reimbursement.
9. To receive reimbursement, applicants must submit all qualifying receipts following final inspections by June 2, 2011.



Bellevue Renaissance Committee  
616 Poplar Street  
Bellevue, KY 41073  
859.431.8866  
www.shopbellevueky.org

## Bellevue Renaissance Signage Grant Application

### Business Owner Information

Owner's Name \_\_\_\_\_

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

Owner's Residence Address

Business Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evening Telephone \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### Property Owner Information

Owner's Name \_\_\_\_\_

Owner's Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evening Telephone \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### Designated Contact

Name \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Signage project description including materials to be used and colors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Anticipated contractors

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

### Estimated Costs

Description \_\_\_\_\_ Amount \_\_\_\_\_

Description \_\_\_\_\_ Amount \_\_\_\_\_

Description \_\_\_\_\_ Amount \_\_\_\_\_

Description \_\_\_\_\_ Amount \_\_\_\_\_

Please attach the following:

1. Detailed drawings of sign including: dimensions, fonts, logos or illustrations, and colors.
2. Scale drawing representing placement of the sign on the property.
3. Additional sheets may be added as necessary.

We have read and understand the attached Bellevue Renaissance Signage Grant Guidelines and Step-by-Step Guide and accept these conditions and qualifications.

We certify that we are eligible and will abide by such conditions set forth in this application.

We understand this application does not assure grant assistance.

Business Owner(s) Signature(s):

	Date
	Date
	Date

Property Owner(s) Signature(s):

	Date
	Date
	Date

This application and supporting documents should be returned to the Bellevue Renaissance Committee, Attn: Signage Grant Program, 616 Poplar Street, Bellevue, KY 41073. For further information please contact Jody Robinson at 431-8866 ext. 22.

For Staff Use

Date received	HP Meeting
Grant Application	Notification of eligibility
COA Application	
Signage Permit Application	
Drawings Eligible	Not Eligible Reasons