

## **“FIX IT” Application Guidelines and Process**

The City of Seguin Main Street has a “FIX IT” Façade Improvement Program that provides reimbursement for approved applicants for work on the exterior façade of property located in the Downtown Historic District providing up to a *maximum* 50% or a dollar-for-dollar reimbursement (Example: \$1,000 cost = \$1,000 paid by applicant/\$500 “FIX IT” matching reimbursement grant awarded to applicant.)

“FIX IT” funding is limited and grant awards are based on funds available. If your application is submitted at a time when there are no available funds, your application will be kept on hand until the next funding cycle. The Main Street Program is currently accepting applications for the 2015 funding cycle. To be considered for the funding in the first round, applications will need to be submitted by 5:00 p.m. on **February 16** to the Seguin Main Street Office. If there are still funds available after the first round, there will be a second call for applications later in the year. For the community to achieve the maximum benefit, applications will be reviewed on the following criteria:

- Application submitted by the stated deadline.
- Completeness of application.
- Matching funds ratio (Minimum 1:1, 2:1 or greater preferred)
- Location, visibility and impact on historic integrity of the Downtown Historic District.
- Total number of applications received and funds available.
- Type of proposed improvements; cosmetic or structural.
- Completion of previously funded projects.
- Plan review and approval by the Historic Design Review Committee.
- Improvements only to the exterior of the building.
- Current in payment of city utilities and local property taxes (city, county, SISD).
- Reimbursement will be made after the completion of the work and upon evidence of paid receipts.

All applicants are encouraged to utilize the free design services available through the Texas Main Street Program by contacting Seguin Main Street.

Fix-It Façade Projects may include repair or replacement of canopies, awnings, roofs, doors, entrances, glass and windows, sidewalks, façade painting, landscaping, brick and mortar repair, and removal of modern facades. Signage requests will be considered on a case-by-case basis.

Applications will be reviewed and acted upon by the Seguin Main Street Advisory Board, City Manager and City Council. For additional information contact the Seguin Main Street Program at (830) 401-2448 or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov). Please submit application to Seguin Main Street Program, 211 N. River Street, or [mainstreet@seguintexas.gov](mailto:mainstreet@seguintexas.gov).

*Legal disclaimer: City of Seguin accepts no liability for the quality or future maintenance of the “FIX IT” project work.*

**CITY OF SEGUIN MAIN STREET PROGRAM  
“FIX IT” GRANT APPLICATION**

Applicant Name: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_

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

Date building was constructed: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Property Owner’s Name: \_\_\_\_\_

Owner’s Address: \_\_\_\_\_  
\_\_\_\_\_

Owner’s Telephone: \_\_\_\_\_

Is applicant a tenant?      Yes \_\_\_\_\_      No \_\_\_\_\_  
(If yes, attach a Lease Agreement or written permission from owner for the work in this application)

Structure’s Current Use:      \_\_\_\_\_ vacant  
   \_\_\_\_\_ commercial  
   \_\_\_\_\_ residential  
   \_\_\_\_\_ mixed use  
   \_\_\_\_\_ other

Project will result in:      \_\_\_\_\_ façade historic restoration  
   \_\_\_\_\_ façade renovation  
   \_\_\_\_\_ new commercial space  
   \_\_\_\_\_ new residential units  
   \_\_\_\_\_ new mixed use commercial/residential  
   other: \_\_\_\_\_

Completed project will provide for \_\_\_\_\_ new jobs.

Total estimated cost of project: \$\_\_\_\_\_ (Please include a written bid from a contractor)

Amount of FIX-IT Façade Grant Request: \$\_\_\_\_\_ A matching ratio of \_\_\_\_\_:

## **DESIGN INFORMATION**

Please provide site plans for any work to be completed on the interior or exterior of the property. Free design service for exterior improvements is available by contacting the Seguin Main Street Program. In the categories below submit a detailed description of proposed work. If not applicable, simply write "NA".

Describe existing exterior façade materials proposed to be removed:

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Describe proposed window frame treatment (repair, replacement, etc.) for storefront, upper floors, and transom windows:

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Describe proposed window glass treatment for storefront, upper floors, and transom windows:

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Describe preparation of surface to be painted (pressure washed, primed, etc.):

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Show proposed paint colors and location of each paint color on the building:

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Show proposed door treatment (repair, replacement, additions, etc.):

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Please describe any repair that will be completed on the roof, gutters, down spouts, etc.:

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Describe work to be completed on each elevation (exterior wall) of the building:

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Describe parking plans, number of vehicles accommodated:

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Describe handicap accessibility accommodations:

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Describe brick and mortar (including tuck pointing) or stucco repair:

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Describe brick and mortar or stucco cleaning:

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Describe proposed cornice treatment:

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Describe proposed awnings and canopy treatment:

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Describe proposed storefront repair and/or replacement:

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Description of interior work to be completed (include plans to retain or remove architectural features like original ceiling material, wood trim, wood floors, light fixtures, etc.):

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Estimated time of construction (month) \_\_\_\_\_ until (month) \_\_\_\_\_, \_\_\_\_\_  
year.