



CITY OF JACKSONVILLE  
 PLANNING DEPARTMENT  
 206 N. Fifth Street, P. O. Box 7  
 Jacksonville, OR 97530  
 Phone: (541) 899-6873

*-For Office Use Only-*

Date Received: \_\_\_\_\_  
 Time Received: \_\_\_\_\_  
 Received By: \_\_\_\_\_

## HISTORIC PRESERVATION FUND (HPF) GRANT PROGRAM APPLICATION

*Deadline for submission is Aug 10, 2018 before 2:00 p.m.*

**ABOUT THE HPF GRANT PROGRAM:** The Jacksonville HPF grant program was created through private financial contributions for the purpose of historic preservation efforts within the City of Jacksonville, Oregon. The goal of the HPF grant is to form public/private partnerships in order to protect and preserve Jacksonville’s collection of historically listed structures. Each year, the Historic and Architectural Review Commission (HARC) recommends a set monetary amount for specific exterior restoration projects. The grant provides matching funds (1:1) for assistance with privately owned landmark –listed structures.

**NOTE ABOUT THE PROCESS:** If you are selected as a recipient of grant funds, the standard planning process (Certificate of Appropriateness Application, and fees) still apply. Contact the Planning Department with questions about process.

**ADDRESS OF PROPERTY** \_\_\_\_\_

**HISTORIC NAME** \_\_\_\_\_

IS THE PROPERTY PRESENTLY BEING USED AS RESIDENTIAL  OR COMMERCIAL

**APPLICANT** \_\_\_\_\_

If you are not the property owner, you must provide written permission from the property owner to submit the application (*see HPF Grant Program Manual Attachment B Property Owner and License Agreement*). Please list the property owner below.

**APPLICANT’S MAILING ADDRESS** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_

**PROP. OWNER MAILING ADDRESS** \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**A. Please select the proposed project treatment. This should be described in your written description as required on page 2. See HPF Grant Program Manual Attachment A: Secretary of the Interior’s Standards for a description of Preservation, Rehabilitation, Restoration, and Reconstruction.**

- |   |   |
|---|---|
| <input type="checkbox"/> Preservation   | <input type="checkbox"/> Restoration    |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Reconstruction |

**B. Has this property received state special tax assessment? If YES, please list appropriate dates.**

Unknown     No     Yes, Date(s): \_\_\_\_\_

**C. Is the property protected through an HPLO or NPS easement or protective covenant?**

- Unknown       No       Yes (if yes please provide a copy of the document)

## Historic Preservation Fund (HPF) Grant Program Application

*The applicant shall submit the following supporting documentation. If these materials are not included, we will not accept the application.*

**All Applicants shall submit:**

- A detailed written description of the proposed project on the historic property; this shall include a timeline, total budget for the project, amount of the grant you are requesting, specific materials and cost detail.
- A written statement that you understand this is a 50/50 matching grant, and that planning applications, such as a Certificate of Appropriateness may still apply. The 50% is awarded to you only after you have paid the contractor in full (you are required to pay the entire amount upon completion of the work) provided the receipts to the City and an inspection has been done by the City to determine that the work has been done according to the approved plans. Only then will a reimbursement check be issued to you in the amount awarded.
- One set of at least six (6) current photographs, dated and labeled (*either hard copy or digital*), depicting the current conditions of the structure, the property and the overall setting.
- Two** (2) separate contractor's bids with detail of the work to be done.
- Copies of historic photographs depicting the original conditions of the property (if available)
- Copies of historic documentation from newspaper articles (if available)
- Any additional resources that you feel would benefit the acceptance of your application

**All Lessees shall submit:**

- A *signed* Property Owner License and Agreement (*Attachment B*)
- Current Lease Agreement

**All property owners shall submit:**

- Proof of ownership (i.e. a deed, documentation from a title company, etc.)

*Please note – All of the above items will serve as official supporting documents to compliment your application packet. These materials **will not** be returned.*

**To be signed by the applicant:**

“I declare that the information provided in this application is true and to the best of my knowledge. I understand that the City of Jacksonville has the right to verify this information and will be in contact with those individuals and institutions involved in this proposed project. False information, in addition to disqualifying me from any further considerations and financial assistance, may also subject me to litigation or recover the City's expenses related to reviewing this application and/or the costs to collect any loan balances. In addition, I understand that the City of Jacksonville may release information for public relations purposes regarding the project, excluding any confidential financial information.”

**Applicant Signature** \_\_\_\_\_

**\*Please Note: Roof replacement proposals are generally not approved for grant funding, unless the replacement includes significant structural improvements.**

**The Grant is not retroactive. Projects that are already complete or in process are not eligible for a grant award.**