



2023 HISTORIC DOWNTOWN MERRIAM EXTERIOR GRANT APPLICATION

CITY OF MERRIAM-COMMUNITY DEVELOPMENT DEPARTMENT

9001 W. 62nd St., Merriam, KS 66202-2815

Phone (913) 322-5520 Fax (913)322-5505



REIMBURSEMENT WILL NOT BE MADE FOR PROJECTS STARTED PRIOR TO CITY APPROVAL

Project Address:		
Business Name:		
Owner's Name:		
Owner's Address:		
City/State/Zip:		
Phone Number:		
Email Address:		
Description of Improvements (Use back of form if additional space is needed):		
Estimated Cost of Improvements:		
Estimated Completion Date:		
Provide the following documentation		
Property site plan (if applicable)	<input type="checkbox"/>	Contractor Estimate (if applicable) <input type="checkbox"/>
Valid property insurance	<input type="checkbox"/>	Construction plans (if applicable) <input type="checkbox"/>
<p><i>By signing below, I understand the project must be completed within 120 days of the application approval date. If the project is not finished within that time, reimbursement may not occur. I also certify that to the best of my knowledge all the information that I provide is truthful and factual. Additionally, I understand that this is a City program and all application and project information may be subject to Kansas open records laws.</i></p> <p><i>I also understand that by participating in the Downtown Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials including, but not limited to, City website, emails, newsletters, brochures, etc.</i></p> <p><i>Reimbursement amount will be based on submitted project receipts.</i></p>		
Owner's Signature:		Date:
FOR CITY OFFICE USE BELOW		
Before		After
Submittal Date		Work completed <input type="checkbox"/>
Funding available <input type="checkbox"/>		Improvements meet city/building code <input type="checkbox"/>
Improvements eligible <input type="checkbox"/>		After pictures <input type="checkbox"/>
Real estate taxes current <input type="checkbox"/>		Receipts Total <input type="checkbox"/>
Valid business insurance <input type="checkbox"/>		Completed W-9 <input type="checkbox"/>
Building permit required <input type="checkbox"/>		NOTES: Total Reimbursement: _____ 20% of _____ 10/16/2022
Building permit issued <input type="checkbox"/>		
Property Occupant <input type="checkbox"/>		
Before Pictures <input type="checkbox"/>		
Estimated reimbursement amount:		
Application approval date:	Approved by:	
Date project to be completed:		

APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO MARCH 6, 2023

Property owner submits application to Community Development by mail or in person at City Hall

2023 Historic Downtown Merriam Exterior Improvement Grant Program

Goal: Spur revitalization of Downtown buildings and landscaping

Program:

- Provide a 20% reimbursement for exterior improvements
- Total annual program amount - \$50,000
- Approved applications will be allocated funding until all program funds are expended
- **Contractor must have a current Merriam Occupational license, and if appropriate, a Johnson County Contractor License**

Eligibility:

- Commercial buildings/property that are located within an area bounded by Turkey Creek; the north property line of 5646 Merriam Drive extended to the BNSF railroad; BNSF railroad; the south property line of 5937 Merriam Drive, and the north property line of 5920 Merriam Drive
- Minimum **\$3,000** investment by property owner
- Reimbursement amount – minimum \$600; maximum \$10,000
- Eligible improvements include, but are not limited to: painting, siding, door/window replacement, masonry repair, awnings, building additions, landscaping, foundation repair, flood proofing
- Interior improvements are not eligible with the exception of flood proofing and foundation repairs
- Ineligible items include, but are not limited to: surface parking lots and similar improvements are not eligible
- Flood proofing must meet FEMA standards and be designed by a Kansas licensed engineer
- Residential structures are not eligible
- If applicable, improvements must meet the Architectural Design Guidelines for the City of Merriam – Downtown District, October 18, 2002
- The city reserves the right to determine if a proposed improvement meets program requirements
- All improvements must conform to Merriam Codes
- Property owner must be current on all property taxes in Merriam
- Program property must be code complaint with the exception of the violation to be addressed by this grant program
- All other properties owned by the applicant in Merriam must be code complaint
- Property owner must provide proof of adequate property insurance
- Governmental subsidies or funds utilized for the improvements are not eligible for reimbursement

Process:

- Community Development manages the program
- Program applications will be accepted starting March 6, 2023
- Property owner submits an application to Community Development
- Applications are reviewed in the order they are received
- Work bids must be submitted prior to application approval
- The program will only reimburse the labor costs of the labor provided by a third-party contractor
- Application must be approved by the city prior to start of work
- Before and after photos of the project will be taken by city staff
- Property owner is responsible for ensuring that all required permits have been obtained. All permits must be in place prior to any work taking place
- Work must be completed within 120 days of application approval
- Work must be completed by September 15, 2023
- One Downtown Exterior Grant per property, per owner, per year
- One Downtown Exterior Grant per property every 5 years

Before reimbursement:

- Property owner provides at least \$3,000 in receipts
- Staff performs a post project inspection to verify project completion
- No exterior code violations are present
- Recipient must complete a W-9

The city at any time, without prior notice, and at its sole discretion, modify or eliminate this program.