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# RESIDENTIAL EXTERIOR IMPROVEMENT PROGRAM

## PURPOSE

The Common Council has authorized the creation of the Residential Exterior Improvement Program, hereinafter referred to as “program.” The purpose of the program is to encourage the upkeep and appearance of owner-occupied residential homes, as well as mitigate the presence of blighted properties, within the residential districts of the community.

The program provides matching grants up to \$5,000 for projects that will help maintain and enhance the overall attractiveness and vitality of residential districts that is consistent with community expectations and neighborhood preservation; as well as removing blighting influences, which can diminish property values in and around the subject residence. The program is intended to provide financial assistance in order to spur individual investment into one’s own home. The grant funds are meant to serve an important yet secondary role to private financing for improvement projects.

The Common Council has developed the following set of goals regarding the program’s purpose.

1. Maintenance and Improvement
  - a. Encourage public and private efforts to maintain and improve the community.
  - b. Promote the attractiveness of Milton as a preferred location to live.
  - c. Encourage maintenance and improvements of existing residences.
  
2. Preserve Neighborhood Stability and Property Values.
  - a. Maintain the City’s neighborhood cohesiveness.
  - b. Maintain the City’s residential appeal and preserve property values by mitigating and/or eliminating blighting influences.

## DEFINITIONS

**Designated Area:** The program applies to residential zoned properties within TID 7, 9 and 10 or within a half-mile of the boundaries of TID 6, 9, or 10 that are located within the City of Milton, as identified on the attached maps. Properties located within one half-mile of TID 7 may be eligible for the program as well, but would require an additional approval from the Joint Review Board.

**Exterior Features:** Areas of a home/property that are visible from the public right-of-way. Refer to “Project Eligibility” below for examples.

## ELIGIBILITY

Available funds will be used to provide grant monies for the purpose of maintaining and improving the exteriors of residential properties within neighborhoods located within applicable TID proximities. The eligibility criteria are as follows:

1. Property / Applicant Eligibility
  - a. The home must be over 25-years old.
  - b. The home owner must have owned and lived in the home for at least 5-years.
  - c. The assessed value of the home cannot be over 125% of the average assessed home value in the City of Milton, as established by the City Assessor on an annual basis.

2. Eligible Projects
  - a. Any improvements must be visible from the public right-of-way.
  - b. Repair/replacement of the building's original materials and decorative details.
  - c. Replace exterior material with modern material (i.e. vinyl siding).
  - d. Cleaning of exterior building surfaces.
  - e. Tuck pointing and masonry repair.
  - f. Painting of exterior building surfaces.
  - g. Repair of entrances, doors, windows, transoms, or other public exterior elements that have fallen into disrepair (broken, damaged, missing, etc.). If repair isn't possible or cost prohibitive, the Community Development Authority will consider, with final approval from the Common Council, replacement rather than repair of these items.
  - h. Roof repairs
  - i. Replacement of non-hard surface driveways (gravel, grass, etc.) with hard surface materials (asphalt, concrete, pavers, etc.) or repair of hard surface driveways.
  - j. Removal of tree stumps that are located in the front or side setbacks, or terrace.
  - k. Other construction activities to improve the exterior of a building as approved by the Common Council.

## PROGRAM REQUIREMENTS

1. Projects shall occur within the Designated Area as defined above.
2. Projects must commence and be diligently pursued to commencement within six (6) months of the grant approval date, with project completion within (1) year of approval. In rare cases, likely due to extenuating circumstances, the Common Council may allow completion extensions upon request of the applicant. The Common Council reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable City zoning and development standards and requirements and must receive all applicable building permits and inspections throughout the construction process.
4. Projects shall be consistent with and further the stated goals and objectives of the program and TID project plans.
5. Applicants must include detailed drawings and specifications with application. A drawings/design plan must be submitted. The Common Council may require drawings to be submitted by an architect. The plans must include:
  - a. Detailed site plan using adequate scale to be easily and clearly understood. Ideally, said plan shall be drawn to a minimum scale of 1"= 100'.
  - b. Current condition photos to provide adequate "before and after" shots.
  - c. Construction / reconstruction time schedule, noting start and completion date.
6. **Applicants MUST submit at least two contractor proposals that MUST be used for construction/installation.** If the applicant has a difficult time obtaining two contractor proposals, they are encouraged to contact the City Administrator to discuss possible solutions. The actual Common Council approved contractor proposal must be used for completion of the project. Any change in contractor does require additional approval by the City as indicated below in number 11. The Common Council retains the right to request additional proposals.
7. **NO funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.**
8. Applicants must take out the appropriate building permits. According to Municipal Code of Ordinances Section 1-16, no license, registration, or permit in the City of Milton shall be issued or

renewed until all delinquent City taxes, assessments, and forfeitures from City ordinance violations and all due bills of the Milton Municipal Water and Wastewater Utility are paid in full.

9. Minor changes to the project will require submittal and approval by the City Administrator. Significant project changes, as determined by City Administrator, will require approval of the Common Council.
10. The Common Council reserves the right to cancel any grant agreement if conditions of the program guidelines and agreement are not met in any way, shape, or form.
11. Concurrent applications from the same applicant shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Common Council.
12. Total grant funding for any single property may not exceed two (2) grants, regardless of dollar amount, within any four (4) year period.
13. The Community Development Authority will review each application and forward on a recommendation to the Common Council. The Common Council will have the ultimate authority to determine whether an application has met the criteria for approval, and may impose certain design conditions on approved projects.

## **PROCESS**

1. Applicant submits grant application, contractor proposal/quote, and site plan to Administrative Services Director at City Hall, 710 S. Janesville Street.
2. The application is sent to the Community Development Authority for initial review and to make a recommendation to the Common Council.
3. Common Council reviews the application materials and approves or denies the funding request. If approved, the Common Council may place conditions on the proposed project. If denied, applicant may submit a revised application and repeat process.
4. Applicant submits building permit with final design plans as required by City code.
5. Building Inspector reviews and approves permit.
6. A “letter of agreement” is drafted by City staff that identifies the terms of the agreement. All parties execute said letter.
7. Construction/Installation begins. Applicant has six (6) months from the execution date of the agreement to begin implementation of approved improvements. Any plan changes would require approval according to number 11 in the Program Requirements section.
8. Construction/Installation is completed within one (1) year of grant award.
9. Applicant contacts the Administrative Services Director to request a project review to see if all code requirements and Common Council imposed conditions have been met. The City staff member reviewing the work will sign the Project Close Out Form.
10. Applicant provides the completed Project Close Out Form with signatures from the property owner, contractor, and City Staff member who reviewed the work; itemized invoices for the project; and proof of payment of their portion of the project costs to the Administrative Services Director, along with the completed Project Close-Out form. While a construction lien waiver is not required, it is recommended that the applicant consider obtaining appropriate construction lien waiver(s) from the contractor(s) for the project.
11. Once the Administrative Services Director has reviewed the Project Close-Out form and provided documentation, the Administrative Services Director will provide the documentation to the City Treasurer and City Administrator to review before issuing payment to the contractor or reimbursement to the property owner for their payment to the contractor.

## **GRANT CYCLE AND DUE DATES**

The initial application deadline for grant requests will be the first Monday in April. The requests will then be reviewed by the Community Development Authority and the Common Council at their regularly scheduled meetings. Applications will continue to be accepted if funds are still available after the initial application deadline. All applications received by the first Monday of the following months after April will be reviewed by the Community Development Authority and Common Council at their regularly scheduled meetings in batches.

## **FUNDING AVAILABILITY**

The program is specifically a matching grant program based on the criteria below:

1. The Common Council has available a limited amount of funding. Applications will be reviewed in batches as they are received. Grants may be awarded only if the Common Council has adequate funds available for this program.
2. Program funds may be used to grant up to 50% of the total project costs, not to exceed \$5,000. Therefore, to receive this maximum amount a project would require at least \$10,000 in total project cost. Actual project costs may be greater than this maximum amount; however such costs shall be the sole responsibility of the applicant.
3. The City shall only provide up to a maximum of \$25,000 worth of grants on an annual basis.

## **PROGRAM EXPIRATION**

The residential exterior improvement program will expire if one of the following occurs:

1. When the allocated TID project plan funds have been spent, unless additional funding has been authorized by the Common Council up to a maximum of \$25,000 annually.
2. When the allowable TID expenditure period has expired.
3. When the Common Council chooses to eliminate or amend the program.



**CITY OF MILTON**

**RESIDENTIAL EXTERIOR IMPROVEMENT  
PROGRAM - GRANT APPLICATION**

**APPLICANT INFORMATION**

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

Property Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY INFORMATION**

Year Home Built \_\_\_\_\_

Purchase Year of Home \_\_\_\_\_

Assessed Value of Home \$ \_\_\_\_\_

**PROJECT INFORMATION**

Proposed Start Date \_\_\_\_\_

Proposed Completion Date \_\_\_\_\_

Contractor Name \_\_\_\_\_

Contractor License # \_\_\_\_\_

Contractor Address \_\_\_\_\_  
Street City State Zip

Contractor Phone \_\_\_\_\_

Contractor Email \_\_\_\_\_

Total Project Estimate \$ \_\_\_\_\_

Grant Request \$ \_\_\_\_\_

Other funding sources that will be used: \_\_\_\_\_

Project Narrative (attach additional sheets if necessary).

Please include information related to the work that will be done, colors that will be used, why there is a need for the project, and other information that will be relevant to making a decision on the grant application.

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

**DOCUMENTS TO INCLUDE**

- Two contractor proposals
- Site plan
- Copy of Contractor License
- Proof of Insurance
- Photos of what will be repaired

**Certification:** The information provided above is true and accurate to the best of my knowledge and I have read and understand the guidelines of the City of Milton Residential Exterior Improvement Program and agree to abide by its conditions. I acknowledge that the Common Council has the right to terminate this agreement under the Residential Exterior Improvement Program if I, as the applicant, am found to be in violation of any conditions set forth in the guidelines of the program. I understand this is a matching grant up to \$5,000.

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

\_\_\_\_\_  
Date

<b>Office Use Only</b>	
Date Application Received: _____	Does this applicant qualify for a building permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Community Development Authority Review Date: _____	
<input type="checkbox"/> Recommended approval without conditions <input type="checkbox"/> Recommended approval with conditions <input type="checkbox"/> Recommended denial	
Recommended conditions or reason for denial (if applicable): _____ _____	
Common Council Review Date: _____	
<input type="checkbox"/> Approved without conditions <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Denied (reasons below)	
Conditions or reason for denial (if applicable): _____ _____	
Authorized Grant Amount: _____	
Date Check Issued: _____	



**CITY OF MILTON**  
**RESIDENTIAL EXTERIOR**  
**IMPROVEMENT PROGRAM**  
***PROJECT CLOSE-OUT***

Grant Recipient \_\_\_\_\_

Property Address \_\_\_\_\_

Attach photos of completed project.

By signing below, you verify that all work on this project had been completed to the best of your knowledge and, in your opinion, is acceptable to you and completed in accordance with the requirements of the Residential Exterior Improvement Program and consistent with the nature of this application.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Staff

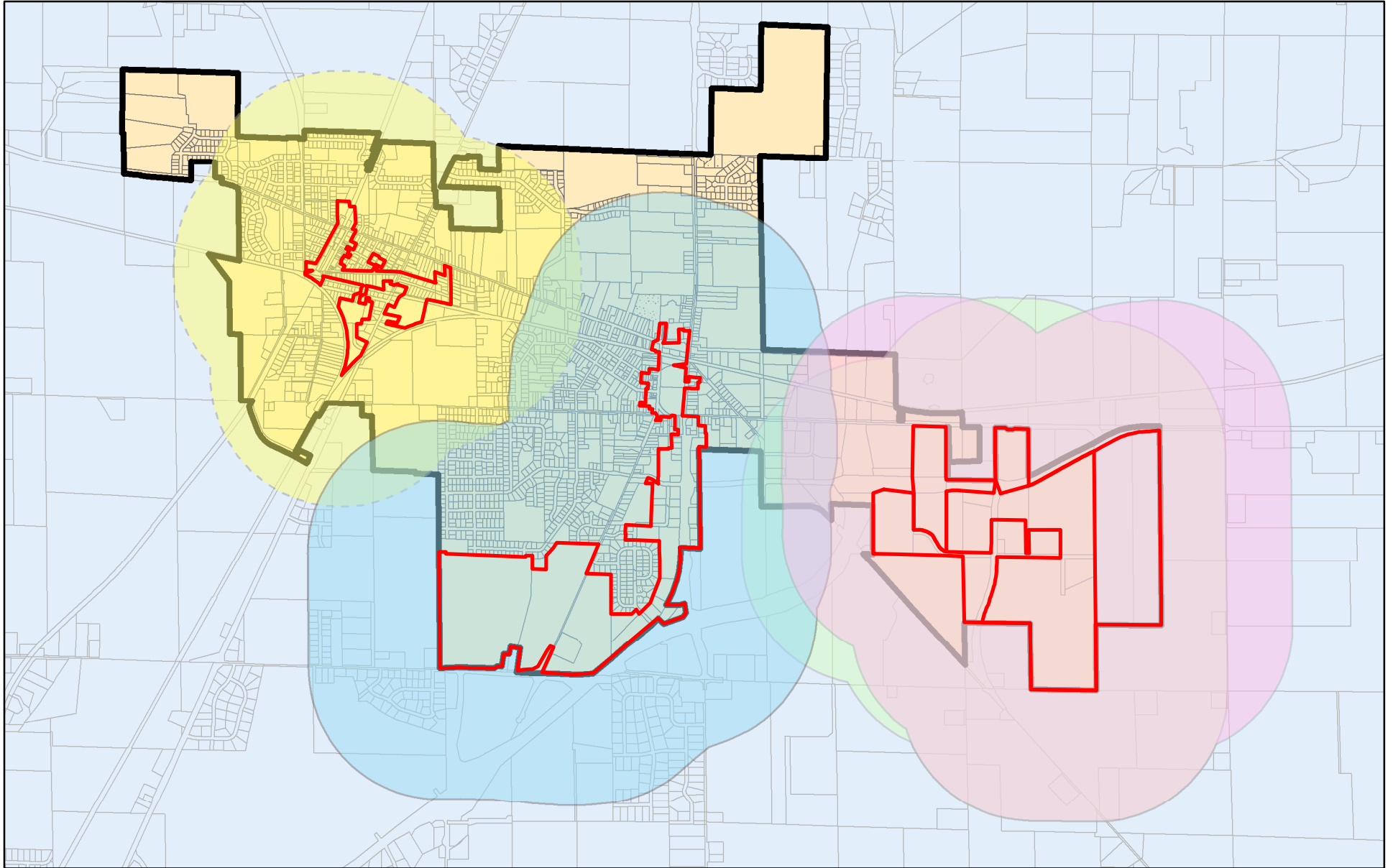
\_\_\_\_\_  
Date

\_\_\_\_\_  
City Treasurer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator Signature

\_\_\_\_\_  
Date



- TID 11 Buffer Zone
- TID 10 Buffer Zone
- TID 9 Buffer Zone
- TID 7 Buffer Zone
- City of Milton Boundary



**City of Milton**

**TID Buffer Zones**