


City of Phoenix

 PLANNING & DEVELOPMENT DEPARTMENT
 HISTORIC PRESERVATION OFFICE

Demonstration Project Grant Application

In completing the application, please be as concise as possible, read all questions before answering to avoid repetition and write legibly in pen or type. You can include continuation sheets if needed. All required supplemental information must be included and be unbound.

I. APPLICANT COVER LETTER

Please include a cover letter from the property owner or authorized person submitting on behalf of the owner summarizing the request for Demonstration Project funding. Briefly describe the overall project purpose and the eligible work items. Indicate the total project budget, dollar amount for eligible work items, and the total amount requested for Demonstration Project funds.

II. APPLICANT AND PROPERTY INFORMATION

Applicant: _____

Legal Name of Property Owner: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Property Address: _____

Historic District (or name of individually-listed building): _____

Current Use of Property: _____

 Is Property Vacant? ☐ Yes ☐ No If Yes, Length of Time Vacant? _____

Date Current Owner Purchased Property: _____

III. HISTORIC PROPERTY INFORMATION

- Historical/Architectural Significance.** Briefly describe the historical and/or architectural significance of your property, including the date of construction, architect/builder if known, construction method, original use of property, and subsequent uses over the years.

Historic Preservation Office Use Only:

Historic Status:

- ☐ Individually Designated
☐ Eligible / Not Currently Designated
☐ Designation in Progress

- ☐ Contributor to an Historic District
☐ Non-contributor with Potential
☐ Non-contributor without Potential

Funding Source:

- ☐ General Fund
 ☐ HP Bond Funds
 ☐ CEDD Funds

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

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2. **Property Description.** Briefly describe the primary exterior features of your property, including information on style and materials of exterior siding/finishes, roof, doors/windows, porches, and any decorative or unique features of the property. For these features, indicate whether they are original or altered/replaced, and if they were altered/replaced when this occurred (if known).

 3. **Historic Property Inventory Form.** Attach a copy of the Historic Property Inventory Form (if available from the City of Phoenix Historic Preservation Office) for your property.
 4. **Photographs.** Attach photographs showing overall site, street views, all exterior facades, and close-up views of original/decorative features and areas where work is to be performed. Include interiors for work proposed to be funded only. Label views on back of photos (i.e., north façade, east wood casement window) or on separate photo log sheet. Original color photographs/digital images are acceptable.
 5. **Property Condition.** Describe the overall condition of the property, providing descriptive information on areas that are deficient or deteriorated. If an architectural or structural assessment has been performed, please attach.

 6. **Previous Rehabilitation Work.** Briefly describe previous rehabilitation work you have already completed on your property as well as work that you are aware of that was conducted by previous owners. List the major work items and the year work was done.

IV. PROJECT INFORMATION

1. **Project Purpose.** Describe the primary purpose and objectives for the proposed project for which Demonstration Project funds would be expended, and the extent to which the project meets the city's Preservation Philosophy.

2. **Project Plan.** Describe how the proposed project fits into an overall plan to rehabilitate the building and the time frame for implementing the various components of this plan.

3. Project Work Scope, Budget and Time Schedule

- a. **Cost estimates.** Cost estimates for all work items must be provided by licensed contractors or other qualified individuals who perform the proposed work on a regular basis (not by architects/designers). Please attach the itemized cost estimates to the application form. Two cost estimates are required for each work item. The City Historic Preservation Office solely determines if the estimates are adequate.
- b. **Itemized budget.** Include an itemized project list and budget for entire proposed project (including items not to be funded with Demonstration Project funds) using the form in Appendix A.

Example of itemized budget for a project:

Eligible Demonstration Project Construction Items:

Repoint brick walls on east and south facades	\$ 8,500.00
Repair/replace 16 wood-frame double-hung windows	\$ 16,000.00
Repair stucco cracks on west façade	\$ 1,800
Repaint west facade wall	\$ 500

Eligible Architectural and Engineering Expenses:

Structural analysis to determine source of stucco cracks	\$ 1,500
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Total Eligible Expenses:

\$ 28,300.00

Architectural and Engineering expenses (limited to no more than 10% of request):

Amount: \$1,500.00 Percentage of Total Project Cost: 5.3%

Ineligible Construction Work to be Funded by Property Owner:

Plumbing upgrades	\$ 8,000.00
Refinish wood floors	\$ 2,000.00
Repair tile on three fireplaces	\$ 3,000.00
Total Ineligible Work Items:	\$ 13,000.00

- c. **Descriptions of work items.** Include narrative descriptions for all itemized work items proposed for Demonstration Project funding. Attach on a separate sheet using Appendix B. If contractor bids/cost estimates included detailed descriptions, this item may not be necessary.

Ex. of narrative description for one work item:

Repair/replace 16 wood-frame double-hung windows. *Project will replace two windows beyond repair in-kind to match existing. Fourteen windows need frame repair (new ledger, header and/or sill), sash repairs/replacement, and some new glass panes to replace missing and broken glass. Refer to attached window-by-window assessment and itemization from contractor.*

- d. **Time schedule.** Indicate when work is projected to commence, the project duration and the order in which items will be implemented.

Estimated Project Beginning Date: _____

Estimated Project End Date: _____

Sequence of Work Items:

4. Project Financial Information.

Provide information regarding financial capability of owner to complete the project. Such information should include: pro forma profit/loss statements for the business proposed, bank statements or other evidence that owner can obtain a loan from a bank, financial or lending institution to complete the project. If the project is proposing to use federal tax credits, grants, or other financial incentives, please provide evidence and information on the contribution of these sources and the status of these applications.

5. Drawings/Building Assessments. Please attach:

- a. **Scaled site plan** showing location of main buildings, all outbuildings, existing/proposed fences and walls, and property lines. If additions, demolitions or other site changes are proposed as part of proposed project, please indicate on site plan. Indicate all areas of proposed work on the site plan (Note: Demonstration Project funds cannot be used for site work, new additions or demolitions of historic building fabric.)
- b. **Architectural plans or elevations drawn to scale** showing all building facades on which work is to be performed, with notes depicting locations/description of specific work items. Include roof plan when structural roof work is proposed.

6. Professional assessments for structural repairs (when applicable)

For Demonstration Project funding requests for structural/foundation work proposed, include assessments from appropriate professionals verifying work is essential for protection of the resource and for city code compliance. (If this work is not funded with Demonstration Project funds, then disregard.)

V. INFORMATION ON PRIMARY LIENHOLDERS.

The city's purchase of the Conservation Easement requires the consent of all lienholders. A title report will be obtained by the City to verify all information provided. Accuracy of this information is critical. Consent from the lienholder(s) must be received prior to disbursement of any funds.

1. Primary mortgage company: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different
than the payment address) _____

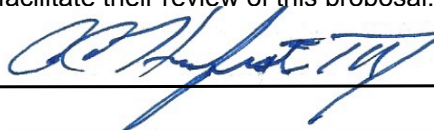
Company telephone number: _____
Company fax number: _____
Loan number: _____
2. Secondary mortgage company: _____
Contact person: _____
Correspondence address: _____
(Note: This is usually different
than the payment address) _____

Company telephone number: _____
Company fax number: _____
Loan number: _____

VI. SIGNATURE

I declare that I have reviewed the Demonstration Project Program requirements and am submitting this application in accordance with those requirements. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect its review and approval. I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the City. I also understand that I will be required to obtain a Consent Agreement from my lienholder(s), and will sign and abide by the terms of the Demonstration Project Program Agreement and Deed of Conservation Easement. I understand and agree that the City Historic Preservation Office staff may perform necessary site visits on my property at mutually agreed upon times to facilitate their review of this proposal.

Property Owner Signature



1/27/2025

Date

Property Owner Signature

Date