

# Design Assistance Grant: *Guidelines*

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## Purpose

The purpose of the Design Assistance Grant is to provide professionally designed architectural improvements appropriate to downtown Allen Park.

## Eligibility

- **Location:** The building must be located in the Downtown Allen Park District (see map) and used for or intended for commercial purposes.
- **Applicant:** The applicant may be either the owner or a tenant of the building.
- **City Taxes:** Property taxes and other city service accounts must be current both at the time of approval and funding.
- **National Franchises/Tax Exempt:** Grants will not be considered for national franchises or tax exempt properties.

## Grants

- The Design Assistance Grant will pay the first \$250 of the cost of design services for building façade work, equal to six hours of professional services.
- The DDA has obtained preferred rates for consulting service in preparing a specific façade design plan for any eligible building.

## Guidelines

- **Exterior Improvement:** The improvement may be made to any portion of the building's exterior.
- **City Codes:** All designs must conform to the DDA Design Guidelines and meet City of Allen Park building and zoning code requirements.
- **Payment:** The payment of grant funds shall be disbursed directly to the design professional, not to the applicant.

# Design Assistance Grant: *Application Form*

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Applicant(s) Name: \_\_\_\_\_

Applicant Address (*to which all correspondence will be sent*): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Property Owner(s) Name: \_\_\_\_\_

Does applicant(s) own the project building?     Yes     No

If applicant does not own the project building, please attach a copy of the current lease.

Attached is a copy of the current lease.

How long has the business been at this location? \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

*Applicant*

Please submit application to:  
Allen Park Downtown Development Authority  
6543 Allen Road  
Allen Park, Michigan 48101  
Fax: 313.928.0955