

# Sedgwick County Business Improvement Project Application and Guidelines



**Sedgwick County Economic Development Corp.**  
125 Cedar Street Box #1  
Julesburg, CO 80737

Phone: 970-474-3504  
Cell 970.520.3065  
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The Sedgwick County Business Improvement Project is funded by:  
The William Stretesky Foundation



# Benefits of Façade Improvements

Sedgwick County Economic Development \* 125 Cedar St Box #1 \* Julesburg, CO 80737 \* 970-474-3504

sedgwickcountysced@outlook.com \*

## ***Improvements to the appearance of structures throughout the county has many potential benefits for businesses and the communities:***

- An aesthetically pleasing business draws more customers.
- Strong commercial districts are a draw for new residents.
- Structural maintenance can protect investments in business and property.

## ***Benefits to merchants:***

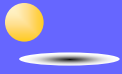
- Improvements encourage neighboring businesses to improve their buildings, creating a strong commercial district.
- A new look that catches people's attention provides free advertising.

## ***Benefits to property owners:***

- Building upgrades increase the value of a building and helps to stabilize property values within a neighborhood.
- Façade improvement protects the sales of the lessee.
- Maintained vacant spaces lure better retail prospects.

## ***Benefits to community:***

- Residents feel that they are part of positive local activity.
- Local organizations want to protect locally owned businesses.
- Residents recognize the importance of individual businesses retaining the feeling and character of the community.
- Façade improvements are a community stabilizer; encouraging investment back into the local economy by offering a welcoming atmosphere to current, new and prospective customers. It also encourages community pride.



# Improvement Project Guidelines

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## Purpose

Sedgwick County Economic Development received a grant from the Stretesky Foundation to begin a “*Sedgwick County Business Improvement Project*”. The program was developed in recognition of the need to encourage and financially assist businesses in the county to replace existing signs that are old or to put signs up where there is none and/or improve the facade of businesses to look more appealing to shoppers who visit the county’s business areas. The project will help to beautify the county and create uniformity.

## Eligibility Requirements

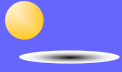
1. Applicant must be located in a principle business area or within city limits in Sedgwick County and be owner or leaseholder of a commercial/operating business. Nonprofits are not eligible to use this program. If applicant is a lessee, they must also submit the Property Owner Consent Form. Applications MUST be approved by the Board prior to beginning the project. Exceptions will be considered on a case by case basis. **If the business has already received funds for this program and needs other improvements you will qualify again if the Board agrees that the need is there.**
2. Applicant must complete the *Sedgwick County Business Improvement Project* application and submit completed application along with quote from contractor (if applicable) and design plans. The applicant must also submit proof that the property taxes are current and proof of ownership or lease.
3. **Eligible projects include:**
  - Installation of new awnings or signage to replace signs and awnings in disrepair or that do not exist. Signs may be limited to new or newly acquired businesses and will require 25% payment by the business owner/75% by the project funds.
  - Façade improvement and repair including: brick work, exterior painting, repair or replacement of entrances, doors and windows to business fronts. **(Roof work will not be included.)** This will require 10% payment by the business owner/90% by the project funds that will be paid to the contractors
  - Ground Work including: concrete, blacktop, etc. (at the façade of building)

Please note that façade is defined as: ***The Principle front of a building that is highly visible from the main street, highway or road.***

The decision of the Board is final in determining what is eligible/not eligible to be included in specific projects.

## Contractor Selection

The Sedgwick County Business Improvement Project Board will not be responsible for finding the contractor. If the applicant is choosing to do a façade improvement or awnings the applicant will be responsible for finding a contractor to do the work and submit the bid to the Board with the application for consideration. The Board recommends that each business look for a contractor in the Sedgwick County area. **The applicant is responsible for the contractor’s daily progress and must contact Sedgwick County Economic Development immediately if any adjustments to the final façade improvement are being considered.**



## Guidelines (cont.)

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### Miscellaneous Conditions

New awnings, signs, etc. must comply with all existing town codes and permits. All buildings are eligible for funds through this increased award program. This program is based on the need of the businesses. **All improvements must first be approved by the *Sedgwick County Improvement Project Board and funding secured through the Stretesky Foundation, before work may begin on the project.***

### Awards and Amounts

- Sedgwick County Economic Development will seek funds to enable the completion of this project so that businesses will have opportunity to benefit. Program may be discontinued at any time without notice.
- Awards and Amounts will be given on a “first come, first served” basis. If the applicant is not selected for funding due to a lack of money, their application may be saved and re-considered when more funding becomes available. All project funding is dependent upon money being available. Stretesky will cap this program at \$50,000.00 yearly.

.Decisions of the Board in all matters related to individual Business Improvement Projects are final.

Sedgwick County Economic Development will pay 90% of the total cost of the improvement (75% of a sign, if included), not to exceed \$9000 for applicant (total project cost of \$10,000). All applicants will be required to pay 10% of the total cost upfront to the contractor (25% for a sign, if included). The contractor should then bill Sedgwick County Economic Development for 1/2 of the project and the remainder, of the invoice must show the 10% (or 25%) paid by the business on the invoice. The final invoice will be paid by SCED after the project is complete **and the applicant has submitted a “thank you” in the Julesburg Advocate (cheers section is free) to the funder, Stretesky Foundation & Sedgwick County Economic Development Corporation and the Business Improvement Project Committee.**

### Post Construction Responsibilities

It is the responsibility of the applicant/business to maintain all improvements. Failure to do so will disqualify the applicant from any future funding.

**Any changes in the submitted plans must be approved by the Sedgwick County Business Improvement Project Board in writing and prior to the work being done. Deviation from the approved plan may disqualify the applicant from funding and will result in the applicant/business being responsible for 100% of the cost of the project.**

*\*Note: The guidelines can be amended without notice.*



# Application Process

Sedgwick County Economic Development \* 125 Cedar Box #1 \* Julesburg, CO 80737 \* 970-474-3504  
sedgwickcountysced@outlook.com \*

- ◆ Applications are available from Sedgwick County Economic Development at 125 Cedar St. Box #1, Julesburg, CO.
- ◆ Property owner will submit a completed, signed application, including proof of ownership or lease, design plans, **proof of current paid property tax**, a bid from the contractor and any other required paperwork listed on the application.
- ◆ **Applicant packets must be delivered to:**

**Sedgwick County Economic Development Corporation**  
**Attn: Sedgwick County Business Improvement Project Board**  
**125 Cedar St. Box 1**  
**Julesburg, CO 80737**
- ◆ The Sedgwick County Improvement Project Board will review and select qualified applicants. Exceptions can be made/denied by the Board. The decisions of the Board are final.
- ◆ The Executive Director will notify successful applicants via a letter. Included in the letter will be what portion of the project was approved and for what amount. The Executive Director will also send a letter to the contractor stating the amount approved for applicants project and explaining that the applicant will be responsible for submitting a payment for 10% (25% of a sign, if included) of the total cost prior to the work being done or the remainder of the balance being paid. This letter will also state that the work is to be completed within 180 days of notice of approval of the project.
- ◆ The applicant will contact the contractor to begin work. At this time the 10% (25% for sign, if included) must be paid to the contractor. The board will also give the contractor as much as 50% down for materials to start the project
- ◆ The applicant has 180 days from date of approval to complete the project, unless otherwise approved by the Committee. If the obligation is not completed within 180 days of approval of application, the applicant must file an extension with the board or the funds will be re-allocated back to the Business Improvement funds. The application process must be started again, should they wish to do so, to pursue funds for their project..
- ◆ Contractor submits invoice for 90% of project cost (75% of sign, if included) (**up to \$9000**) to Sedgwick County Economic Development.
- ◆ Payment will be made to contractor 1/2 down and other half on completion of the project. according to approved plans and the 10% (25% for sign, if included) must have been paid by applicant.. **Also, the “thank you” to the Stretesky Foundation & Sedgwick County Economic Development must be placed in the newspaper prior to final payment being made to the contractor .(Cheers is free) Please feel free to contact Sedgwick County Economic Development: 970-474-3504 with any questions regarding project guidelines or application process.**



Date \_\_\_\_\_

**Applicant Information:**

Company: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

Building Owner

Tenant

**Building Owner Information (if different from applicant):**

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

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

Owner is aware of the Application

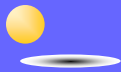
Owner has endorsed the application

**Please submit the following information with this application:**

- Photographs clearly showing existing conditions of the awning, signs, or façade improvements to be replaced; (if applicable)
- A written summary of the proposed work (included in this packet);
- Design Plan (drawings, sketches or pictures showing proposed improvements);
- A cost estimate from the contractor, including contact information for the contractor;
- Property Owner Consent Form, if owner is different from applicant (included in this packet);
- Proof that property taxes are paid and current.;
- Completed and signed Statement of Understanding (included in this packet).

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





# Property Owner Consent Form

Sedgwick County Economic Development \* 125 Cedar St Box #1 \* Julesburg, CO 80737 \* 970-474-3504  
sedgwickcountysced@outlook.com \*

I \_\_\_\_\_ (Property Owner), certify that I own the  
Property located at \_\_\_\_\_ (Property)  
in \_\_\_\_\_ (town), Sedgwick County, Colorado and that I have reviewed the  
application by \_\_\_\_\_ (Applicant)  
for participation in the Sedgwick County Improvement Project Program. I understand the proposal  
includes the following changes and/or enhancements to my building: \_\_\_\_\_

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

I fully support this application and further certify that the Applicant holds a valid lease for \_\_\_\_\_  
years, expiring on \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

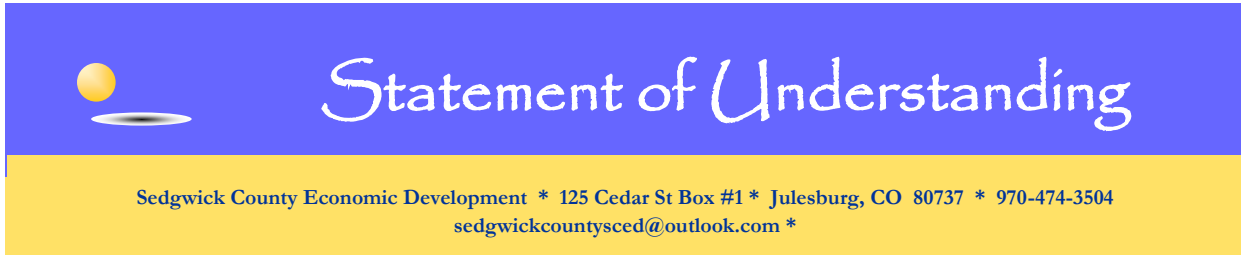
\_\_\_\_\_  
Printed Name of Property Owner

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

\_\_\_\_\_  
Mailing Address of Property Owner

\_\_\_\_\_  
Telephone Number of Property Owner





By signing below, the applicant/property owner acknowledges and agrees to the following:

- 1.** I/We understand that submission of an application does not guarantee funding from the Sedgwick County Improvement Project Committee. **Projects MUST be approved by the Board prior to beginning them.**
- 2.** I/We certify that all the information provided is true and accurate to the best of my/our knowledge, and if approved, **work as agreed upon, will be completed within 180 days of written approval** or an extension must be filed with the Board, and or the money must be given back to the funder for the Business Improvement Project
- 3.** I/We will comply with the guidelines provided in the Sedgwick County Business Improvement Project Program.
- 4.** I/We understand that 10% (25% for sign, if included) of the total project cost will be paid directly to the contractor prior to work beginning and that the remaining 90% (75% of sign, if included) (up to \$9000) will be paid by Sedgwick County Economic Development once the project is complete and the “thank you” to SCED, the Board and Stretesky Foundation has been placed in the newspaper.
- 5.** I/We understand that **all/any changes to the submitted plans must be approved by the Sedgwick County Business Improvement Project Board prior to those changes taking place** and failure to do so will result in the applicant/business being responsible for 100% of the cost of the project.
- 6.** I/We, the building owner(s), am/are not delinquent in any taxes owed and have submitted proof that taxes are current and paid.
- 7.** I/We understand that any photographs submitted or produced under the Sedgwick County Business Improvement Project will not be returned and can be used by Sedgwick County Economic Development in any printed and/or electronic materials.
- 8. *I/We understand that the Board may approve/deny exceptions and that their decision is final in all matters related to my project.***

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date



# Review Committee

Sedgwick County Economic Development \* 125 Cedar St Box #1 \* Julesburg, CO 80737 \* 970-474-3504  
sedgwickcountysced@outlook.com \*

Date \_\_\_\_\_

**Applicant Information:**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

- Building Owner
- Tenant

- Completed Application
- Completed Written Summary
- Completed Statement of Understanding
- Design Plan
- Cost estimate from approved contractor, including contact information (if applicable)
- Property Owner Consent Form, if applicable
- Proof that property taxes are paid and current.
- Photographs (if applicable)

**Funding Approved in the amount of \$** \_\_\_\_\_

- Letter sent to Applicant with amount
- Letter sent to Contractor with amount owed by applicant (10% (25% of sign, if included) of project cost)
- Thank you ad placed in newspaper                      Date: \_\_\_\_\_
- Invoice Received    Date: \_\_\_\_\_                       10% paid (25% of sign, if included)
- Project Complete    Date: \_\_\_\_\_
- Invoice Paid    Date: \_\_\_\_\_

**Signature of Board Member** \_\_\_\_\_

**Signature of Director** \_\_\_\_\_