

This brochure is one in a series designed to provide information on various regulations administered and enforced by the Department of Community Development of the City of St. Charles. The purpose of these brochures is to provide citizens with basic, easy-to-use information regarding City codes and services. Topics covered in this series of brochures include:

- *Opening a New Business in St. Charles*
- *Home Improvement Loan Program*
- *Home Occupation Regulations*
- *Zoning District Regulations*
- *Sign Guidelines*
- *Guidelines for Parking Recreational Vehicles in Residential Zoning Districts*
- *Fence Regulations*
- *Accessory Structures*
- *Deck Requirements*
- *Building in Historic Districts*
- *Swimming Pools, Spas, Hot Tubs*
- *Basement Finish*
- *Rental Unit Inspection Program*
- *Code Enforcement*
- *Recycling Guide*
- *Annexation*
- *Room Additions*
- *Façade Grants*

Any of these brochures may be obtained from the Department of Community Development, 200 North Second, Suite 303, St. Charles, MO 63301. Department phone numbers are: Planning Division: (636) 949-3222; Code Enforcement Division: (636) 949-3227. Department hours are 7:00 a.m. to 5:00 p.m. Monday through Friday.



Department of Community
Development
200 N. Second St., Suite 303
St. Charles, Missouri 63303



CITIZEN
INFORMATION
SERIES

Façade Grants



DEPARTMENT OF
COMMUNITY DEVELOPMENT

PURPOSE OF FAÇADE GRANT

The Façade Improvement Grant Program was established to permit and encourage the preservation of historic structures and to avoid general neighborhood deterioration through renovation and restoration of commercial, mixed-use and residential structures within an established area and subject to eligibility requirements. The City recognizes that requirements for restoration to historic levels of quality are more expensive than modern options for materials and labor, and the grant program is intended to alleviate some of this cost in order to encourage historic preservation.

APPLICATION REQUIREMENTS

Property owners may apply for a reimbursable grant up to fifty-percent (50%) of the total investment spent on the renovation or restoration of the exterior of the property (see Application Tables 3A and 3B for eligible improvements), not to exceed **\$12,500*** for commercial or mixed-use buildings and **\$5,000*** for residential (single and multi-family) buildings.

***NOTE THAT GRANT FUNDS ARE SUBJECT TO ANNUAL APPROPRIATIONS AND MAY NOT BE AVAILABLE IN ANY GIVEN YEAR.**

CONDITIONS

1. Property must be within the Façade Grant Eligibility Area or built prior to 1945 as determined by the St. Charles County Property Appraiser records, as adopted by the City Council and incorporated herein by reference.
2. The property owners shall agree to restore the building to its original historic appearance, or to a historic character compatible with the

guidelines established for the district in which it is located; if the structure is not located within a historic district with established guidelines, the conditions of the Certificate of Appropriateness shall apply. To ensure this, every applicant must obtain a Certificate of Appropriateness from the Landmarks Board (additional Planning and Zoning Commission review may apply). Each applicant shall submit a detailed plan of the renovations with the application.

3. Grants are intended to assist property owners to preserve structures and maintain stability and value in the historic districts. It is not the intent to provide incentives for speculators/investors to use grant funds to increase profit margins for resale. Applicants awarded façade grant funds must retain ownership of the property for a minimum of five (5) years. If the structure is sold within five (5) years, grant funds shall be paid back to the City. This shall be incorporated in a lien on the property which shall be removed five (5) years from the date the funds were initially released to the grant recipient.
4. A deed restriction shall be placed on the property requiring that the façade shall retain its historic character for fifty (50) years.
5. Projects must be completed within eighteen (18) months of grant award.
6. Grant funds are to be obtained from the City of St. Charles no more than once every five (5) years. This provision will limit the amount of liens on a given property at any one time and will increase the opportunity to obtain funds for a larger number of applicants.
7. Façade Grants are not eligible for projects that were completed or begun prior to grant approval. Grant funds are to be used for

improvements undertaken **after** execution of Contract with the City.

ADMINISTRATION AND AWARD

The Department of Community Development facilitates Façade Grant applications and works with all applicants to complete the necessary paperwork. Grants shall be awarded in the order that completed applications are received and approved. The grant recipient shall provide the City with the recorded copies of the approved lien and deed restriction for the project prior to the issuance of the grant contract.

RELEASE OF FUNDS

Prior to the release of any grant funds by the City, the work shall be inspected and approved by the City to ensure that repairs, renovations and modifications comply with the plan approved by the Community Development Department and the Landmarks Board (or Planning and Zoning Commission), and the grant recipient shall provide proof to the City that the recipient has spent the total required matching funds. Please note that building permits may be applicable relative to certain renovations.

FEES

All recording fees (Landmarks Board application fee, lien and deed restriction, etc.) shall be paid by the applicant.

Please contact the Planning Division in the Department of Community Development for additional information.

(636) 949-3222