The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Program Guidelines and Overview

Purpose:

The Tillamook Urban Renewal Agency (TURA) has implemented a Façade Grant Program to:

1. Enhance the exterior condition of businesses in the Tillamook Urban Renewal District.
2. Restore the historic character of buildings within the district.
3. Improve private assets of the District by revitalizing distinctiveness and integrity of downtown structures.

Eligible Improvements:

1. Awnings appropriate for the façade improvement and architecture.
2. Exterior painting that it is consistent with other downtown buildings.
3. Non-illuminating signs that are compatible with other buildings on the block and that conform to the standards of the Tillamook City Code.
4. Exterior masonry repair.
5. Repair to exterior facades (front, rear & side facades are eligible).
6. Sign removal, replacement or repair
7. Installation, repair or replacement to cornices, doors, windows, decorative detail, awnings, window display lighting.
8. Exterior lighting
9. Landscaping features (e.g. window boxes or planters)
10. Bike racks or benches
11. Removal of barriers to access for people with disabilities

Ineligible Projects:

1. Interior improvements
2. Roofing and paving
3. Structural improvements
4. Security measures (i.e. gates, security systems)
5. Loading docks or parking lot entrances
6. Removal of architecturally important features

Application Process:

In order to receive a Façade Grant the building owner, or tenant approved by the building owner, shall complete all of the following:

1. Review the design guidelines.
2. Complete and submit a Façade Grant Application form including all required documents.
3. Submit a drawing of proposed improvements (plans need not be done by a professional architect unless the project includes structural improvements).
4. An applicant may request design assistance. Design assistance costs may also be funded by the TURA, in addition to grant allocation. Dollar amount of design funding will be set by the Proposal and Justification Committee . A supplemental application must be submitted to the TURA Proposal and Justification Committee for design assistance.
5. Submit a specific description of each part of the proposed improvements (paint color, material type, etc.).
6. Submit cost estimates for the proposed improvements. Bids must be provided if the work is being done by a contractor.

Conditions of Approval:

Design reviews will be completed by the TURA Proposal and Justification Committee in the order of date received. Approval will be contingent upon available funds. The following criteria must also be met:

1. Improvements must be on property within the TURA District.
2. Improvements must conform to the standards of the Tillamook Zoning and Development Code and the Tillamook Town Center Plan and all required permits will be obtained.
3. Properties must be up to date on all municipal taxes.
4. "Conditions of Approval" may be developed by the TURA Proposal and Justification Committee or Board and shall be attached to the application.
5. Funding is limited to one grant per business/storefront, per 12 month period.

Approval Procedures:

1. Upon receipt of all application materials described above, the Proposal and Justification Committee will review the application before referring it to the TURA Board of Directors.
2. The board will then make a decision based upon the character of the proposed design and its compliance with the design standards of the Tillamook Town Center Plan. The TURA Proposal and Justification Committee or Board may develop "Conditions of Approval" which shall be attached to the Grant Approval Agreement and Receipt of Funding form.
3. If approved, City staff will contact the applicant and construction may begin after the Grant Approval Agreement and Receipt of Funding form is signed by the applicant. If not approved, the TURA Board will provide a written record of reasons for rejection. The board may also include recommendations for steps that may be taken to receive approval.

4. Successful applicants must sign the Grant Approval Agreement and Receipt of Funding form.
5. These processes and procedures may be altered by the TURA Board of Directors.

Payment Procedures:

Construction may begin only after the application is reviewed by the TURA Proposal and Justification Committee and referred to the TURA Board for approval. Any work done prior to formal approval, will not be eligible for grant reimbursement.

Grants will be issued only after construction is complete. Projects must be complete within twelve (12) months of approval by the TURA Proposal and Justification Committee. Upon completion of a project, city staff must be contacted to set up a site inspection by the TURA Contract Committee. If the inspector finds that the project complies with all standards and conditions above and with the pre-approved plans submitted with the application, the TURA shall provide funding for fifty percent (50%) of the total cost of the project, not to exceed $5,000. For example, a grant could be used to pay $4,000 of an $8,000 project. In the event the project should exceed the original estimated costs, the applicant can request additional funding not to exceed $5,000 for the total grant funding.

If a contractor was used, a written invoice must be provided to the TURA Contract Committee before funds will be granted. If a contractor was not used, receipts must be provided to the Contract Committee before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). Funds shall then be dispersed within fifteen (15) days from the date of invoice receipt.

Further Information:

It is recommended that the applicant discuss their project with the Board or Proposal and Justification Committee prior to submitting an application. Questions and applications will be accepted at;

Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Façade Design Assistance Application

Date of Submission _____

Applicant Information:

Company _____

Address _____

Address of Subject Property _____

Assessor Tax Lot Number _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

☐ Building Owner ☐ Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

☐ Owner is aware of the application ☐ Owner has endorsed the application

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Please submit the following information with your application:

☐ Photographs clearly showing existing conditions of the building to be improved;

☐ A written description of the proposed work (attached);

☐ Basic drawings or sketches showing the proposed improvements

☐ Written consent from the property owner, if owner is different from applicant.

Requirements:

- Professional design work shall not begin until this application is approved by the Tillamook Urban Renewal Agency board.
- Design services are limited to facades or building exterior improvements (further descriptions of eligible projects are describe by the Façade Grant Program Guidelines and Overview).
- Funding will **only** be provided to design consultants pre-approved by the Tillamook Urban Renewal Agency Proposal and Justification Committee.
- Design assistance funding shall be issued by the Tillamook Urban Renewal Agency board directly to the approved designer **only** after receipt of reproducible design materials.

Project Start Date _____

Expected Completion Date _____

Total Estimated Cost of Project _____

Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge and that all required permits will be obtained. I also assure that my person and business are in compliance with all laws, ordinances, rules and regulations of the State of Oregon and the Tillamook Urban Renewal Agency.

Signature of Applicant _____

Signature of Design Consultant _____

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Written Summary of Proposed Work:

Please be specific, providing as many details regarding materials as possible. Also explain how the proposed project will enhance the integrity of the TURA District. In addition, please provide; purpose for the project, intended use of the building, current use of the building and estimated age of the building.

**Attach additional sheets if necessary.

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Property Owner Consent Form:

I, _____ ("Property Owner"), certify that I own the property located at _____ ("Address") in Tillamook, Oregon and that I have reviewed the application by _____ ("Applicant") for participation in the Tillamook Urban Renewal Agency's Façade Design Assistance Grant Program. I understand that 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 _____ months, expiring on _____

_____

Signature of Property Owner | Date

_____ _____

Printed Name of Property Owner

_____

Mailing Address of Property Owner

_____

_____

Telephone Number of Property Owner

_____

Return to:
Tillamook Urban Renewal Agency
City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

The Dairylands
Tillamook, OR

Tillamook Urban Renewal Agency ~ 210 Laurel Avenue ~ Tillamook, Oregon 97141
~ Phone: 503-842-2472 or 503-374-1830 ~ Fax: 503-842-3445

Approval Agreement and Receipt of Funding

Applicant's Name: _____

In consideration of the receipt of funding from TURA:

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.

2. I understand that an inspection of the project must be performed by TURA Contract Committee upon completion of the project.

3. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.

4. If attached, I understand and agree to "Conditions of Approval" as developed by the TURA Board.

5. I agree to complete all improvements within one year of approval from the TURA Board. Any time extension must be filed and approved the TURA Board.

6. I waive and relinquish all claims, demands, and liabilities, past, present or future, of any nature against all officers, directors, members, agents and employees of TURA ("Indemnified Persons") arising from, related to or connected with the Grant or Loan and agree to indemnify and hold harmless each Indemnified Person from and against all claims, demands, and liabilities arising from, related to or connected with the Grant or Loan or the use, occupation, or implementation of the project.

Applicant Signature_____ Date _____

TURA Representative _____ Date _____

****

I acknowledge receipt of Grant or Loan funding in full.

Applicant Signature _____ Date _____

Return to:
Tillamook Urban Renewal Agency
210 Laurel Avenue
Tillamook, OR 97141
503-842-2472

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

☐ Other (see instructions) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.