

**APPLICATION  
DOWNTOWN FACADE ENHANCEMENT PROGRAM  
CITY OF IRVING, TEXAS**

(Please Print)

**Applicant:** \_\_\_\_\_

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

**Address of Proposed Project:** \_\_\_\_\_

**Applicant Phone No.** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Brief Overview of the Project (Including Legal Description):**

Include a metes and bounds legal description of the property along with a photo(s) of the existing building facade. Also include an elevation drawing showing the proposed façade design and finish materials along with a written description of how the proposed work meets the program eligibility requirements.

**Estimated Total Project Cost:** \_\_\_\_\_

**Reimbursement Amount Requested:** \_\_\_\_\_

**Applicant's Signature:**

**Date:**

\_\_\_\_\_



**Program Description**

The Downtown Façade Enhancement Program is a reimbursement program to assist retail and commercial property owners in restoring and enhancing the façade of their existing buildings in the downtown area. The focus of the program is to promote private investment in the street-side appearance of the existing shops, restaurants and businesses to improve downtown appearance, attract more business activity, promote tourism and bring building facades into code compliance.

All applications will be considered on a case-by-case basis and are subject to available funds. Applicants receiving notice of award through this program will execute an agreement with the city on a form prepared by the city attorney's office.

**To participate,** fill out this form, print and save an electronic copy for yourself. Contact Kevin L. Kass at (972) 721-2251 or by email at [kkass@cityofirving.org](mailto:kkass@cityofirving.org) to set up an appointment.

**A. Program Eligibility**

1. Applicants can be either owners or current tenants of existing buildings that front on Irving Boulevard or Second Street from Sowers Road on the west to Strickland Plaza on the east including all connecting streets that run between these two roadways. The building must be occupied by an existing business or the owner must be seeking to attract a new business if the structure is currently vacant.
2. Current or proposed use of the building must conform to applicable zoning regulations. Non-conforming uses are not eligible.
3. Applicant shall not be in arrears in taxes or have any outstanding debt to the city.

**B. Eligible Expenses**

1. All contractor expenses incurred by the applicant for material, labor, overhead, testing, permits and inspections for architectural, structural, mechanical, electrical and plumbing renovations to the front building façade are eligible for reimbursement. The finished product must match the drawings and materials submitted by the applicant and approved by the city. Partial or uncompleted work is not eligible for reimbursement. Fees paid by the applicant for architects and other design professionals involved with the project are likewise not eligible for reimbursement.

**C. Award/Reimbursement Procedures**

1. Project scope, cost and proposed front building elevation/materials must be approved in advance by the city.
2. Only one (1) award will be made per owner or tenant within a twelve month period per platted lot.
3. Award will be made on a dollar for dollar basis up to \$25,000. The overall façade improvement cost may exceed this amount but reimbursement for eligible expenses is capped at \$25,000.
4. Reimbursement payment to the applicant will be made within forty-five (45) days after completion of the project and city approval of applicant’s written request for reimbursement.
5. Project must be completed within 180 days of notice of award.
6. Applicant agrees to maintain all façade improvements in “like new” condition for a period of five (5) years after completion of the work.

For questions concerning this program and/or application form, please contact Kevin L. Kass at (972) 721-2251 or by e-mail at [kkass@cityofirving.org](mailto:kkass@cityofirving.org).

<p><b>Staff Use</b></p> <p>Date Received: _____</p> <p>Reviewed By: _____ Date: _____</p> <p>Approved Funding Amount: _____</p>
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