

**CITY OF PHOENIX  
HISTORIC PRESERVATION EXTERIOR REHABILITATION PROGRAM  
2009-2010 APPLICATION**

Application No.: ER \_\_\_\_\_

Received: \_\_\_\_\_

**I. PROPERTY IDENTIFICATION**

Property address: \_\_\_\_\_

Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

ZIP code: \_\_\_\_\_

Day phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

FAX number: \_\_\_\_\_

Historic District: \_\_\_\_\_

(or name of individually listed building)

**In completing the application, please be as concise as possible, read all questions before answering to avoid repetition and write or print legibly in pen or type. Note that you may not need to answer all questions, as they may not apply to your project.**

**II. PROJECT SUMMARY**

1. Briefly describe what you know about the historical and architectural significance of your property, including the date of construction. Please provide details about some unique features of your house (i.e. we are the third owners of the house and the original owner was John Doe; the front window has the original Salomónica columns or there is a unique steel casement Palladian front window). Attach a copy of the inventory form for your property (on file at the Phoenix Historic Preservation Office).




4. Explain your overall rehabilitation and development plan for the house and site (additional work planned for the house and site in the near future).


5. Describe how the proposed project will rehabilitate the property and streetscape. Will the rehabilitation work be visible from the street? (If no, see question 6).


6. Describe how the proposed project will repair a serious maintenance problem affecting the physical condition of the property.


7. Is your property currently vacant and if so, will the proposed work return it to productive use? Please explain.


8. Did you attend an Exterior Rehabilitation Grant Workshop within the last two years or meet with the program manager before February 5, 2010? If so, when?

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**III. REQUEST FOR FUNDS**

Itemize specific work items below for all components of eligible exterior work for which you request exterior rehabilitation funding. You **must attach two (2) contractor bids** to substantiate all requested historic preservation (HP) funded items. Each bid should be for the same type of material or scope of work (i.e. both bids are for a wood shingle roof, both bids are for a dimensional shingle roof or both bids are for window repair). All cost estimates shall be listed on letterhead from the contractor or tradesperson and must include contact information (address, phone number and e-mail) and contractor license number (if applicable).

*Choose only one bid and contractor for each work item to list below.* Put the **exact bid amount** in the **“Bid Amount” column**. All “soft costs” for each work item (i.e. overhead, profit, taxes and fees) should be listed separately (soft costs may need to be broken out from the overall estimate if you only select some work items from a particular bid) and must be shown on bid. List soft costs for **structural engineering** (see Program Guide) related directly to eligible work as a separate work item. Building permit fees, if applicable, are the sole responsibility of the owner and cannot be included in the project cost.

The contractor or tradesperson selected must have experience with the work item they will complete. The property owner is encouraged to select the contractor or tradesperson who is best qualified to perform the Scope of Work and is not required to select the lowest bid.

**Estimates submitted as part of this application must be dated within sixty (60) days of the grant deadline.** While this is not intended to serve as a price guarantee from the contractor, it demonstrates current market values for the work proposed. **Any price increases above the requested amount are the responsibility of the property owner.**

**Please note the minimum city share is \$2,000 and the maximum city share is \$10,000.**

<u>Description of Work Item and Contractor Name</u> (attach a separate sheet if necessary)	<u>Bid Amount</u>	+	<u>Soft Costs</u>
1. _____	_____		_____
2. _____	_____		_____
3. _____	_____		_____
4. _____	_____		_____
5. _____	_____		_____
<b>Total</b>	\$ <input style="width: 100px;" type="text"/>		\$ <input style="width: 100px;" type="text"/>
<b>Total for HP eligible exterior items: (Bid Amount Total + Soft Costs Total)</b>	\$ _____		
<b><u>Requested City Share (50%):</u></b>	\$ _____		

If the eligible exterior work described above is part of a larger rehabilitation plan for the building or site, outline the project by phases indicating the sequence of work tasks and costs associated with each task. You are not required to have estimates from contractors to verify these costs. Indicate the total project cost, including the eligible items requested above. Attach a separate page for this information.

#### **IV. INFORMATION ON PRIMARY LIENHOLDERS**

The city's purchase of the Conservation Easement requires the consent of all lienholders. The city will obtain a title report to verify all information provided. Accuracy of this information is critical. **Consent from lienholder(s) MUST be received prior to the commencement of work and disbursement of funds.**

Primary mortgage company:

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Contact person:

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Correspondence address:

(Note: This is usually different than the payment address)

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Company telephone number:

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Loan number:

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Secondary lienholder:

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Contact person:

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Correspondence address:

(Note: This is usually different than the payment address)

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Company telephone number:

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Loan number:

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If there are additional lenders, please provide this same information on a separate sheet of paper.

The Historic Preservation Office staff will make initial contact with all lienholders on your behalf. However, it will be **the applicant's responsibility to follow-up with the lienholders to ensure they return the Consent Agreement to the city of Phoenix.**

#### **V. ATTACHMENTS**

##### **1. Photos.**

- A) Please submit at least two photographs (35mm or digital) for each scope of work item (professional quality black and white or color, at least **4"x6" or larger for each photo**), showing each aspect of the work to be done. The intent of the photos is to show the deteriorated features that need to be rehabilitated or restored, and the effect the deterioration has had on other parts of the building (such as interior walls or ceilings).
- B) Additional photos should show the overall house and the house in relation to adjacent properties. Photograph the main facade by standing directly in front of the house and at both corners where the side and main facades meet.

**Note: Black and white photocopies of original color photographs are not acceptable, however, color photocopied photographs are acceptable.**

## 2. Plans and Archival Documents.

- A) *Site Plan*. Drawings need not be professional, but should be correct in scale and sufficiently detailed to indicate the scope of work to be implemented. A site plan of your lot consists of:
1. Location of property lines, streets, alleys and easements;
  2. An outline or "footprint" of all existing structures (e.g., house, garage, carport, shade structure or patio cover, guesthouse and other outbuildings);
  3. Location of driveways, parking areas, sidewalks, swimming pools, fences, walls and other major landscape or site improvements; and
  4. Location of proposed work (for example, if you are repairing windows, indicate their locations on the site plan).

**Note: All applications must include a site plan, regardless of the work proposed.**

- B) *Elevations*. Line drawings of the exterior elements of the building showing the location and size of windows, doors, archways or other openings in the exterior walls and the roof configuration are necessary if the proposed project includes altering the shape, size or proportions of any of these exterior elements.
- C) *Archival Documents*. If you are proposing to reconstruct or replicate a structure or feature, include documentation of its original appearance, such as original plans or footprints, historic photographs or contemporary photo documentation showing evidence of the original structure or feature.
- D) *Engineer's Report*. If you are proposing structural work to the foundation, exterior walls or roof you must attach an independent engineer's report attesting to the problem and the recommended repair(s).

## VI. SUBMISSION DEADLINES

Applications for funding through the 2009-2010 Exterior Rehabilitation Program are due **Wednesday March 3, 2010**. Applications will be considered based on the availability of funds, merits of the project and the policies of the Historic Preservation Commission as presented in the Program Guide. Announcement of awards will be made within 90 days after the application deadline. ***Please note that if you are successful and the city purchases a 15-year Conservation Easement for your property, this property will not be eligible for additional Exterior Rehabilitation funds in any subsequent year until the Conservation Easement expires.***

**One original and seven (7) copies-a total of eight (8) copies** of the application packet (which includes the completed application, color photos, copies of the bids and a copy of the site plan for each packet) should be mailed or hand-delivered to the Historic Preservation Office at the following address. Incomplete submittals (including fewer than eight originals/copies) will be returned to the applicant and will not be reviewed.

**City of Phoenix**  
**Historic Preservation Office**  
200 W. Washington St., 17th Floor  
Phoenix, AZ 85003

**\*\*All materials must be RECEIVED by 5 p.m. on March 3, 2010\*\***  
Postmarks are not accepted.

I declare that I have reviewed the Historic Preservation Bond Fund Program Guide; I understand its contents and am submitting this application in accordance with that guide. All information submitted is true to the best of my knowledge and belief. I acknowledge that any error may affect its review and approval. I understand that if I wish to change any aspect of the project after it has been approved, I must obtain the written consent of the city. I also understand I will be required to obtain a Consent Agreement from my lienholder(s), and sign and abide by the terms of the Deed of Conservation Easement and the Exterior Rehabilitation Program Agreement within one hundred twenty (120) days of project approval by City Council.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Evaluation Panel: \_\_\_\_\_ Historic Preservation Commission: \_\_\_\_\_ City Council: \_\_\_\_\_

FUNDED \_\_\_\_\_

NOT FUNDED \_\_\_\_\_

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