Application Instructions
If you have any application questions, please contact the Mount Pleasant Main Street Manager at 903-575-4000. If you have any building permit questions, please contact the Building Official at 903-575-4000.

The City of Mount Pleasant Main Street Program works to revitalize and enhance the unique character of Downtown Mount Pleasant through historic preservation and community involvement, while at the same time promoting Downtown, providing educational and technical assistance to business and property owners and maintaining the beauty of Mount Pleasant. As an economic incentive, the City of Mount Pleasant Main Street Program has designed the following incentive reimbursement grant program.

PROGRAM DETAILS (please read carefully):

The Downtown Incentive Reimbursement Grant Program is set up as a single payment reimbursement to property owners per building/business, and in some situations, tenants. Reimbursement grants are available for the following types of projects:

- Façade Rehabilitation
  
  A. **Definition:** Painting, removing slipcovers or non-historic/added facades, re-pointing brick or replacing mortar joints, replacing or restoring cornices or trims, removing paint from brick, replacing windows, restoring transom windows. Replacing, adding or repairing awnings & signs. Signs may include signboards, projecting signs and pedestrian signage (includes window sign, hanging sign and awning/canopy sign). Murals are not considered a part of the façade rehabilitation and are not eligible for funding through this program.

  B. **Limits:** Program will reimburse up to $10,000 per approved project. ($10,000 is the maximum amount that any single property may receive.)
GRANT GUIDELINES (please read carefully):

1. Façade rehabilitation grant funds are available for exterior work on building facades that immediately overlook public streets located in the designated Main Street area, as defined by the Main Street District map.

2. Grants are on a first-come, first-served basis until Main Street allocated funds are depleted, or until the program ends, whichever comes first.

3. No grants will be awarded for work that has already been completed or for work that is covered by insurance. Incentive grant applications must be submitted before requests for building permits.

4. All grants will be awarded on a reimbursement basis once completed work has been verified by compliance with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant.

5. All submitted work will be reviewed based on the secretary of the Interior’s Standards for Rehabilitation (see attached). The Main Street Design Committee will review submitted work and make a recommendation to the Main Street Board. The Main Street Board will review and make recommendation to the City Manager for final approval. Approval of application from the City Manager must be obtained before any eligible work may begin.

6. Grant applications and awards can be made in any of the reimbursable activities listed above and may be combined for any single property or project. However, the maximum amount available annually per applicant is $10,000.

7. An applicant is defined as an eligible property within the Main Street designated area. A single owner of multiple properties may apply for grant funds for each property owned but may not receive more than $10,000 per property.

8. Projects will be reviewed with the following considerations in mind:
   - Project compliance with all current building standards,
   - Perceived need for proposed renovations to building,
   - Historical accuracy of proposed renovations,
   - Design quality of the proposed renovations,
   - Compatibility of design in relation to other buildings,
   - Project compatibility with streetscape objectives, and
   - Project compatibility in relation to downtown development goals at time of application.
9. Applicants must submit a Design Request Assistance Application from the Texas Main Street office. A Texas Main Street Design Report recommendation must be used to receive grant. Main Street Manager, Main Street Board and/or City Manager may override requirement.

**GRANT APPLICATION PROCESS**

1. **Determine eligibility:** Discuss project plans with the Main Street Manager, fill out application for Design Assistance - free assistance is available in selecting paint, fabrics, color schemes and sign materials for the building façade through the Texas Main Street Center’s Architectural Assistance Program.

2. **Fill out incentive reimbursement grant application form and sign the agreement form.** All grant applications must include a current photo, a drawing from the project architect or contractor of all proposed grant work to be done that includes dimensions and measurements. **Color samples of all final paint selections and/or final fabric or sign material selections must be included with the application to be reviewed by the Main Street Manager, Main Street Design Committee and will be approved/rejected by the Main Street Board.** Final approval of grant will be given by the City Manager. Obtain itemized written work estimates on all project work from contractors or project architects. Self-contracted work will be reimbursed for actual legitimate expenses, excluding labor.

3. **Return the completed application form** with all original itemized work estimates, color samples, drawing and example sign material of the proposed work to the Main Street office at 501 N. Madison.

4. **The approval process will include without limitation the following:**

   (a) All projects must meet current building standards and codes, as well as building permit requirements.

   (b) The Main Street Design Committee meets the 3rd Tuesday of each month at 8:15 a.m. (or as called) and will review submitted applications. The Design Committee will then make a recommendation to the City of Mount Pleasant Main Street Board for the project’s approval/rejection.

   (c) The Main Street Board shall consider only Applications which have been properly and fully completed and which contain all information required in the Application or requested by the Design Committee, Main Street Board, Main Street Manager or City Manager.

   (d) The City of Mount Pleasant City Manager has the final discretion with regard to funding and reserves the right to modify or reject any project or elements of any project.

   (e) All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the Application request. Bids shall be submitted on the contractor’s or project architect’s letterhead and shall contain the contractor name, address, telephone number, and shall itemize the bid in a manner that allow the Main Street Manager, Main Street Design Committee and the City of Mount Pleasant Main Street Board to determine the bid components and authenticity of the bid.
(f) Any Applicant submitting an Application that was denied a grant by the Main Street Board shall not be eligible to re-submit a grant application for six (6) months from the date the prior Application was declined by the Main Street Board or City Manager.

(g) Applicants receiving grant approval shall commence construction described within the Application within ninety (90) days from the date the grant is awarded. All Applicants must complete the construction described in the Application within one (1) year from the date the grant is approved. If the Applicant is unable to commence construction with ninety (90) days from the date the grant is approved or complete construction within one (1) year from the date the grant is approved, the Applicant may submit a written request for an extension provided the extension request is made prior to the time limit. Main Street and/or City Manager shall not be obligated to allow extensions but may do so for good cause. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the City Manager. An extension denial cannot be appealed and shall be final.

(h) The Main Street Board will recommend to City Manager approved grants. Grants are awarded considering the following:

- the amount requested,
- grant funds available,
- the guidelines of the grant program,
- condition of the building,
- economic impact,
- other grant requests, and
- the type and nature of the construction.

(i) No Applicant has a proprietary right to receive grant funds. The City of Mount Pleasant Main Street shall consider any Application within its discretionary authority to determine what grant amount would be in the best interest of the Grant Program. The review criteria may include, but shall not be limited to, project compliance with all current building standards, perceived need for proposed renovations to building, historical accuracy of proposed renovations, design quality of the proposed renovations, the compatibility of design in relation to other buildings, project compatibility with streetscape objectives and project compatibility in relation to downtown development goals at time of application.

(j) The Applicant shall be required to furnish photographs of the building’s exterior as part of the Application request and shall provide photographs after the construction has been completed, as a condition of final grant reimbursement.

(k) The Applicant is required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
(l) No Applicant, nor Applicant agent, representative or tenant shall be entitled to receive grant approval on the same property – for the same grant type - if requested within three (3) years from the date a previous grant was awarded.

(m) An Applicant may be requested to attend meetings for the Main Street Design Committee and Main Street Board meetings which consider the request. Failure to attend a meeting when requested shall be cause for rejection of the Application.

5. **Reimbursement:** When the entire grant project has been satisfactorily completed and reviewed, the applicant shall present to the City of Mount Pleasant Main Street office copies of all paid invoices, copies of cancelled checks and/or credit card receipts to obtain a single payment reimbursement of the approved funding.
REHABILITATION TIPS

- Roof, foundation, and structural items should always be given priority over cosmetic improvements.
- Carefully examine old buildings for termites, wood rot and general deterioration.
- When repairing a building, do not cut expenses on the roof or foundation.
- Be aware of areas on the roof and at connecting walls where water does not readily drain. Flashing should be installed at intersections to prevent leakage.
- Carefully locate air conditioning units to avoid water condensations on the sides of buildings. Condensing units should be supported from the masonry walls and not placed directly on the roof.
- The top brick cornices projecting above the roof deteriorate rapidly unless they are capped with metal, terra cotta, stone or concrete.
- When mortar is missing or in poor repair, moisture will enter the walls and eventually may cause structural damage. Deteriorated mortar should be removed to a depth of at least three-fourths of an inch and replaced with new mortar that matches the old in color, texture and striking of the joint.
- Do not sandblast. Chemicals and/or water can remove dirt and paint without damaging the surface of the building.
- Do not paint too often; many times, a building only needs mild washing.
- If the building has stone or brick that has never been painted, do not create a maintenance problem by painting it.
- Existing architectural details, including old wood doors, windows, ceilings, and trim work add to the character of a building and its resale value. Repair these features rather than remove them.
- If a specialist in window repair can be found, wood windows are reasonable to repair. If the windows are missing, custom-made windows can be ordered for replacement in old buildings.
- Pressed metal ceiling panels are still being manufactured today with some of the same patterns installed originally. Exact matching of deteriorated panels, therefore, can often be replaced.
- Do not use aluminum siding. It can hide water penetration into the walls and accelerate deterioration.
- Before rehabilitating a building façade, take a careful look at the structural aspects of the building. Develop a design that is compatible with neighboring buildings.
SECRETARY OF INTERIOR’S STANDARDS FOR REHABILITATION

All Downtown Incentive Reimbursement Grant applications will be reviewed by the Main Street Manager, Main Street Design Committee, Main Street Board and City Manager for design appropriateness. The City of Mount Pleasant Main Street will maintain an awareness of the Standards of Rehabilitation as follows:

1. Every reasonable effort shall be made to provide a compatible use for a property which requires minimal alteration of the building, structure or site and its environment, or to use a property for its original intended purpose.

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features will disqualify any building from this program.

3. All building, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged and may disqualify any building from this program.

4. Changes which may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance may be recognized and respected.

5. Whenever possible, deteriorated architectural features shall be repaired rather than replaced. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities.

6. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will change or damage the historic building material shall not be undertaken.

7. Contemporary design for alteration and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

8. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such addition or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. New additions should be compatible to the present structure.
**DOWNTOWN INCENTIVE REIMBURSEMENT GRANT PROGRAM CHECKLIST**

Use this form as a checklist to follow all steps needed to complete the Downtown Incentive Reimbursement Grant Program application to receive approval.

- Meet with Main Street Manager to determine eligibility and to walk through Downtown Incentive Reimbursement Grant Instructions and fill out application for free assistance from the Texas Main Street Center’s Design Assistance Program.

- Meet with the City’s Building Inspector for any work involving a building or sign permit.

- Complete the Downtown Incentive Reimbursement Grant application form and sign agreement form. Include the following required attachments: Drawing to show all of proposed grant work to be done including signage renderings, color samples of all final paint selections and/or final fabric or sign material selections, photographs of building exterior.

- Return completed application and agreement form with required attachments to the Main Street Manager to be added to the next Main Street Design Committee meeting and Main Street Board meeting agendas.

- Possibly attend the Main Street Board meeting where the Main Street Manager will present Downtown Incentive Reimbursement Grant application project and Design Committee Recommendation to the Main Street Board with final Approval of the City Manager.

- If approved, Downtown Incentive Reimbursement Grant project construction may commence. Work must commence within ninety (90) days of approval and be completed in one year.

- Upon completion of Downtown Incentive Reimbursement Grant project, furnish photographs of the building’s exterior; copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, to receive a single payment reimbursement of the approved funding.
DOWNTOWN INCENTIVE REIMBURSEMENT GRANT
PROGRAM APPLICATION

Please return completed with necessary attachments and signature to City of Mount Pleasant Main Street Manager at 501 N. Madison. If you have any application questions, please contact the Main Street Manager at 903-575-4000. If you have any building or sign permit questions, please contact the City of Mount Pleasant Building Inspector at 903-575-4000.

- Applicant Name: __________________________ Date: __________
- Business Name: __________________________
- Mailing Address: __________________________
- Contact Phone: __________ Email Address: __________________________
- Building Owner (if different than applicant) __________________________
- Historical/Current Building Name: __________________________
- Physical Building Address: __________________________
- Type of Work: (check all that apply)
  ___ Façade Rehabilitation ___Façade – paint only ___ Awnings ___ Signage
- Details of Planned Improvements for Downtown Reimbursement Grant: (attach additional sheets if necessary.)

List Contractor/Project Architect proposals and Total amounts (please attach copies of original proposals.)

1. ________________________________________________
2. ________________________________________________

Total Cost of Proposed Project: __________________________

Amount of Grant Requested up to $10,000: __________________

Attach with all required color samples of paint, awning/canopy, sign design, etc., as well as photographs of building’s exterior façade.

Applicant’s Signature __________________________ Date __________________________

Form 2212012
DOWNTOWN INCENTIVE REIMBURSEMENT GRANT
AGREEMENT FORM

I have met with the City of Mount Pleasant Main Street Manager, and I fully understand the Downtown Incentive Reimbursement Grant Procedures and Detail established by the City of Mount Pleasant Main Street Program. I intend to use this grant program for the aforementioned renovation projects to forward the efforts of revitalization and historic preservation of Mount Pleasant’s historic downtown. I have not received, nor will I receive insurance monies for this revitalization program.

I have read the Downtown Incentive Reimbursement Grant Application Procedures including the Downtown Incentive Reimbursement Grant Details.

I understand that if I am awarded a reimbursement grant for façade, awning or sign work and the façade, sign or awning is altered for any reason within one (1) year from construction, I may be required to reimburse the City of Mount Pleasant immediately for the full amount of the Downtown Reimbursement Grant.

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<tr>
<th>Applicant’s Signature</th>
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<tr>
<td>Building Owner’s Signature (if different from applicant)</td>
<td>Printed Name</td>
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<tr>
<th>Main Street Manager Signature</th>
<th>Recommendation</th>
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| City Manager Signature | Approval | Date |

Form 2212012