



## **“Threshold” Application for the Design Assistance Program**

**Bartlett Station Development Commission**

Bartlett Department of Planning and Economic Development

6382 Stage Road, Bartlett, TN 38134

(901) 385-6417 Fax 385-6419

[www.cityofbartlett.org](http://www.cityofbartlett.org)

# Design Assistance Program “Threshold” Application

## The Design Assistance Program

1. The purpose of the Design Assistance program is to obtain **significant improvements to building facades, including new buildings or building additions**, in office and commercial properties within the Bartlett Station District by offering grant funds toward the cost of improvements that follow the **Bartlett Station Design Guidelines**.
2. The Commission will offer a grant of up to fifty percent (50%) of the cost of such design and construction, with the grant not to exceed a maximum set by the Commission. (The percentage will depend on the degree to which the improvements comply with the Design Guidelines.) Grant funds will be available only in specific areas within Bartlett Station designated by the Commission.
3. Secondary improvements to the appearance of the property — landscaping that conceals parking areas, moving parking from the front to the rear of a building, etc. — may be eligible for grant assistance
  - only in conjunction with façade improvements and
  - only if the Commission determines that such secondary improvements contribute sufficiently to achievement of the Bartlett Station Design Guidelines.
4. Repairs and maintenance — painting alone, parking area re-paving, re-roofing, etc. — are not eligible for assistance.
5. Grant funds will be issued as a **reimbursement** to the property owner upon completion of the project in accordance with the plans approved by the Bartlett Station Commission.

## This Application

1. The purpose of this application is to determine the property owner’s intent with regard to
  - a. the type, scale, and character of improvements proposed and
  - b. the total amount of funds to be spent on the grant-eligible improvements.
2. The estimate of total funds to be spent is understood to be approximate until more detailed plans are prepared; however, the Commission will use this estimate to “earmark” a portion of the total funds designated for grants.
3. It is expected that the property owner will have engaged a qualified architect for advice on item “1a” and the architect or a qualified building contractor for advice on item “1b.” (Contact the Bartlett Department of Planning and Economic Development for a list of architects qualified for grant-supported work under the Bartlett Station Design Guidelines. Other architects are acceptable if qualifications are approved by the Commission.)

## Formal Grant Application

Once “earmarking” of grant funds has occurred, the applicant will have a reasonable period of time, not to exceed six (6) months, to submit the formal grant application. That application must include

- plans at a level of detail sufficient to satisfy the Commission that the project will comply with the Bartlett Station Design Guidelines (or to show the degree to which it will comply) and
- assurance that the property owner has the financial means to complete the project.

## Design Assistance Program "Threshold" Application

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name of Architect \_\_\_\_\_

Name of Firm \_\_\_\_\_

Business Address \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Street address of Project \_\_\_\_\_

Tax Assessor's property ID number \_\_\_\_\_ Appraised value \_\_\_\_\_

Type of business to be conducted at this Project \_\_\_\_\_

### Enclosures:

1. Description of proposed project
2. Estimated total cost of grant-eligible work, including the sources of the estimate and copies of work sheets used to calculate the cost
3. Photographs of the building (all sides) (**15 copies**)
4. Preliminary sketch or photographic examples of proposed changes (not required at this stage, but helpful) (**15 copies**)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this application and enclosures to  
**Department of Planning and Economic Development**