



File No.: \_\_\_\_\_  
Date Submitted by Applicant: \_\_\_\_\_  
Date Deemed Complete: \_\_\_\_\_

400 Main Street Cottage Grove, OR 97424

## 2021/22 HISTORIC RENOVATION GRANT PROGRAM APPLICATION

To: City of Cottage Grove Historic Preservation Commission

### A. Applicant

1. Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
2. Mailing Address: \_\_\_\_\_  
3. Email Address: \_\_\_\_\_  
4. Status: ☐ Owner ☐ Agent

*Note: If agent you must have owner's consent and signature.*

### B. Owner (if not applicant)

4. Owner's Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
5. Owner's Mailing Address: \_\_\_\_\_

### C. Location of Property

6. Address/Location: \_\_\_\_\_  
7. Map & Tax Lot Number: \_\_\_\_\_  
8. Present Use: \_\_\_\_\_

### D. Proposed Renovation:

9. Describe proposed Renovation/Restoration/Maintenance Project (NOTE: SOME  
ALTERATIONS MAY REQUIRE HISTORIC REVIEW AND/OR BUILDING PERMITS):

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10. Expected Cost of total project: \_\_\_\_\_

E. Required Plans and Documents:

A **site plan** indicating location of the structure on the property and the location of the proposed alteration(s) is required. **Diagrams** shall show the proposed alterations indicating style and type of materials proposed to be used. Scaled free-hand drawings are acceptable. **Plans of the proposed work, photos** (digital preferred) of the façade prior to work, **specifications** (if applicable), and **any manufacturer's product information** shall be submitted with the application. Digital photos should be submitted on disk, flash drive or via email to [planner@cottagegrove.org](mailto:planner@cottagegrove.org).

An **Estimate** for the proposed work (materials and labor) shall be submitted with the application. The estimate should be supported by **up to (3) contractor bids, if possible**. Property owners may do the work themselves; however, only the cost of materials may be funded by the grant if work is performed by the owner and not by a licensed contractor.

F. Narrative:

The following are definitions of the various types of work activities noted in the Secretary of the Interior's Standards for the Treatment of Historic Properties. They are for reference when identifying the type of work proposed in this grant application.

PRESERVATION focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

REHABILITATION acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

RESTORATION depicts a property at a particular period of time in its history, while removing evidence of other periods.

RECONSTRUCTION recreates vanished or non-surviving portions of a property for interpretive purposes.

**Historic or Preservation Significance:** Describe how the project will enhance the historical nature of, or preserve, renovate or rebuild, the historic aspects of the structure.

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**Historic Documentation:** Indicate any physical evidence such as old paint lines, original moldings, historic photographs, etc. that support your request to alter the exterior.

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**FILING INFORMATION:** Historic Preservation Commission will review the applications in January 2021. A **pre-application meeting** with the City Planner is encouraged prior to the acceptance of the application as complete. Only complete applications will be scheduled for review.

**NOTE:** The City may be able to provide some historic technical assistance and/or design assistance on your proposal. Contact the City Planner at (541) 942-3340 or [planner@cottagegrove.org](mailto:planner@cottagegrove.org) for information.

# **City of Cottage Grove**

## **Historic Preservation Commission**

### **2021/22 Historic Renovation Grant Program**

The Cottage Grove Historic Preservation Commission is pleased to announce the opening of applications for the annual Historic Renovation Grant Program. This program is designed to assist Downtown business & property owners with needed historic renovations. The Cottage Grove Historic Preservation Commission's renovation grant program will make these funds available to Downtown Historic District property owners or tenants desiring to make exterior rehabilitation or renovation improvements.

The conditions of this program require that all improvements and projects maintain or enhance the architectural integrity of the structure.

**Projects must be complete by June 30, 2022.**

Questions about the program or the application should be directed to City Planner Eric Mongan at 541-942-3340, or email [planner@cottagegrove.org](mailto:planner@cottagegrove.org).

The process and eligibility for participating in this program are as follows:

1. Eligibility:
  - a. Properties within the National Register Downtown Historic District are eligible. Properties designated as contributing to the Downtown Historic District will be given preference.
  - b. Secondary consideration will be given to properties within the district that are not designated as contributing but would be contributing when the proposed work is complete, or to properties within the district that are designated as non-contributing if the project enhances the conformity of the building.
2. Projects:
  - a. Renovation or rehabilitation work shall be located on a street-facing façade of the structure or on a façade that is highly visible to the public. Structural improvements to preserve the integrity of the structure may also qualify.
  - b. Design and materials shall be in keeping with the architectural integrity of the structure. Contemporary materials such as vinyl or fiber cement boards are not eligible for grant funding.
  - c. Additions are not eligible.
  - d. Project work plans must meet the Secretary of Interior's Standards for Rehabilitation and be approved by the Historic Preservation Commission and the State Historic Preservation Office before work may begin.
  - e. Building and specialty permits will be required for approved structural work as required by the Building Code.
3. Application:
  - a. Complete the Renovation Grant Application and submit it to the Community Development Department.
  - b. Include estimate of project cost (materials and labor) and up to (3) contractor bids, if possible. Property owners may do the work themselves; however, only the cost of materials may be funded by the grant if work is performed by the owner and not by a licensed contractor.
  - c. Plans of the proposed work, photos (digital preferred) of the façade prior to work, specifications, and any manufacturer's product information shall be submitted with the application.
4. Review:

The Historic Preservation Commission will review and approve projects that are in keeping with the historic integrity of the structure, subject to the following conditions:

- a. Historic restoration and renovation projects will be given priority over periodic maintenance-type projects. For example, a project to restore architectural details such as transom windows or to remove contemporary alterations will be given priority over the installation of awnings or repainting. Conditions of approval may be applied to the project.
  - b. The State Historic Preservation Office shall review all proposed projects and may require modifications to the proposed plan and/or establish conditions of approval.
  - c. The work plan and the actual work must conform to the Secretary of the Interior's Standards for Rehabilitation (1990 revised version).
  - d. Grants shall not be awarded for work that is already completed. Secondary consideration may be given and grants awarded for recently purchased materials and for work already in progress only if all grant funds have not been awarded prior to March 1, 2021.
  - e. Projects may receive up to 50% of the project cost or up to a maximum of \$3,000 in grant funds, whichever is the lesser amount. (Example, a project of \$2,000 would be eligible to receive a \$1,000 grant or 50% of the project cost. A \$10,000 project would be eligible to receive a maximum \$3,000 grant.)
5. Execution:
- a. Prior to starting the rehabilitation project, the grant recipient must submit a work plan for the project to the SHPO and receive written approval of that work plan. This should include current photos, historic photos and basic drawings, plus a description of materials and methods to be used. The approved work plan should be used for requesting final bids from contractors. Approved procedures for selecting a contractor must be followed, including obtaining at least three bids. The grant recipient must submit to the Heritage Program copies of all contracts with contractors for completing the work described in the work plan.
  - b. The work plan and the actual work must conform to the Secretary of the Interior's Standards for Rehabilitation (1990 revised version). Work that does not meet these standards is ineligible for reimbursement.
  - c. Grant recipients shall obtain City or State building permits prior to start of work.
  - d. The Owner agrees that the property shall remain on the National Register for at least five full years following completion of the project. If the property is removed from the Register during this time, the grant shall be repaid in full to the City of Cottage Grove.
  - e. A project sign must be displayed in a prominent location at each project site while project work is in progress. The sign must identify the project and City grant support. "This project is being funded in part by a matching grant from the City of Cottage Grove and the State Historic Preservation Office Certified Local Government Program."
6. Completion and Reimbursement:
- a. The grantee must submit to the City of Cottage Grove copies of all contracts with the consultant(s) for professional services and all reports, drawings, etc. completed for the project. Any purchases or contracts for services over \$500 should follow appropriate procurement procedures, including obtaining at least three estimates.
  - b. Before, during and after pictures are required for reimbursement. Digital images of 300dpi or higher are preferred. If the images are not digital, then prints must be professionally printed.
  - c. Grant recipients shall contact the Community Development Department when the proposed work actually begins, and when the project is complete. A staff member will inspect the work when the project is completed.
  - d. Projects must be completed by June 30, 2022. Payment of grant amounts shall be made after all work is complete. Grant recipients shall submit copies of receipts and contractor's payments, photographs of the work in progress, and photographs of completed work. Payment requests shall be submitted no later than June 30, 2022.