



2023 EXTERIOR GRANT PROGRAM APPLICATION

CITY OF PARK CITY
 1941 E. 61st Street North, Park City, Kansas 67219
 Phone: 316-744-2026 Fax: 316-744-3865

REIMBURSEMENT WILL NOT BE MADE FOR PROJECTS STARTED PRIOR TO CITY APPROVAL

| | | |
|--|--|---|
| Project Address: | | |
| Owner's Name: | | |
| Owner's Address: | | |
| City/State/Zip: | | |
| Phone Number: | | |
| Email Address: | | |
| Single Family Residential <input type="checkbox"/> | Two Family Residential (Duplex) <input type="checkbox"/> | Other <input type="checkbox"/> |
| Description of Improvements (Attach additional pages if needed): | | |
| | | |
| Estimated Completion Date: | Estimated Cost of Improvements: | |
| Provide the following documentation: | Contractor Estimate (if applicable) <input type="checkbox"/> | |
| Property site plan (if applicable) <input type="checkbox"/> | Construction plans (if applicable) <input type="checkbox"/> | |
| Valid property insurance <input type="checkbox"/> | Property taxes payments are current <input type="checkbox"/> | |
| <p><i>By signing below, I understand the project must be completed within 120 days of the application approval date. If the project is not finished within that time, reimbursement may not occur. Additionally, I understand that this is a City program and all application and project information may be subject to Kansas open records laws. I also understand that by participating in the Exterior Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials including, but not limited to, City website, emails, newsletters, brochures, etc. Reimbursement amount will be based on submitted project receipts. Incentive Programs (Homebuyers Incentive Plan, Exterior Grant Program, Driveway Improvement Program & Exterior Paint Program) are limited to one per property owner per year.</i></p> | | |
| Owner's Signature: | | Date: |
| FOR CITY OFFICE USE BELOW | | |
| Before | | After |
| Funding available <input type="checkbox"/> | | Work completed <input type="checkbox"/> |
| Improvements eligible <input type="checkbox"/> | | Improvements meet city/building code <input type="checkbox"/> |
| Real estate taxes current <input type="checkbox"/> | | After pictures <input type="checkbox"/> |
| Valid home insurance <input type="checkbox"/> | | Receipts Total <input type="checkbox"/> |
| Building permit required <input type="checkbox"/> | | NOTES: Total Reimbursement: _____ 20% of _____ |
| Building permit issued <input type="checkbox"/> | | |
| Rental License current <input type="checkbox"/> | | |
| Before Pictures <input type="checkbox"/> | | |
| Estimated reimbursement amount: | | |
| Application approval date: | | Rev 03/07/2023 |
| Date project to be completed: | | Approved by: |

APPLICATIONS WILL NOT BE ACCEPTED PRIOR TO JAN. 1 2023
 Property owner submits application to Planning Department
 by mail or in person at the City Administration Center

2023 Residential Exterior Improvement Grant Program

Goal: Spur revitalization of and private reinvestment in Park City's housing stock

Program:

- Provide a 20% reimbursement for exterior improvements
- Complete applications will be funded until all program funds are allocated

Eligibility:

- Properties thirty (30) years or more in age
- Non-apartment residential properties
- Minimum \$2,500 investment by property owner
- Reimbursement amount – minimum \$500; maximum \$2,500
- Eligible improvements include, but are not limited to, roofing, painting, siding, door/window replacement, masonry repair, awnings, foundation repairs, privacy fencing, addition of a whole house generator and building additions
- Ineligible items include, but are not limited to, playsets, play equipment, swimming pools, spas, sump pumps, landscaping, lawn care or maintenance.
- Eligibility of improvements not listed are to be determined by the Planning Department Director
- All improvements must conform to Park City Codes
- If a contractor(s) is utilized to perform the improvements, the contractor must have a Park City Occupational license, and if appropriate, a Sedgwick County Contractor License
- Property owner must be current on all property taxes in Park City
- Program property must be code complaint with the exception of the violation to be addressed by this grant program
- All other properties owned in Park City must be code complaint
- Property owner must provide proof of adequate property insurance

Process:

- The Planning Department manages the program
- Program application will be accepted starting Feb. 1, 2023
- Property owner submits application to Planning Department by mail or in person at the City Administration Center. The City will not accept applications by email
- Applications will be reviewed in the order they are received
- Work bids must be submitted prior to application approval
- The program will only reimburse the labor costs of the labor provided by a third-party contractor
- Application approval must occur prior to start of work
- Property owner is responsible for ensuring that all required permits have been obtained. All permits must be in place prior to any work taking place
- Work must be completed within 120 days of application approval
- All permits must be paid for at the time of application approval
- Work must be completed by November 1
- One grant per property with same owner, per 10 years
- Only one property per owner, per year may participate in the program

Before reimbursement:

- Property owner provides at least \$2,500 in receipts
- Staff performs a post project inspection to verify project completion
- No exterior code violations are present