



**GARLAND**

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# **DOWNTOWN HISTORIC DISTRICT REVITALIZATION PROGRAM**

Please return completed Application Form with necessary attachments and signature to:

City of Garland  
ATTN: Downtown Development Manager  
PO Box 469002  
Garland, TX 75046

If you have any questions, please contact the Downtown Development Manager,  
Sarah Friend, at 972-205-2370 or [SFRIEND@GARLANDTX.GOV](mailto:SFRIEND@GARLANDTX.GOV).

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# GARLAND

## Downtown Historic District Revitalization Program *Applicant Checklist*

<b>Applicants</b>	✓
Meet with Downtown Development Office (“DDO”) to determine eligibility and walk through instructions	
If any work may require a building or sign permit, meet with Building Inspections Department	
If any work involves historic integrity issues, meet with City’s designated historic integrity staff representative	
Application Form (Exhibit “B”)	
Agreement Form (Exhibit “E”)	
Scaled drawings that illustrate design intent of all proposed grant work to be done including: <ul style="list-style-type: none"> <li>• Renderings of the proposed project,</li> <li>• Proposed materials to be used, and</li> <li>• Color samples of all final paint selections and/or final fabric or sign material selections where necessary</li> <li>• Specifications of proposed improvements;</li> <li>• Examples of fixtures/equipment to be purchased where necessary</li> </ul>	
Historic photographs of Garland Square or commercial property itself, if available	
Recent photographs of the area where improvements are to be made	
Bid proposals from qualified contractors detailing cost of the work to be done	
Statement of how proposed improvements further historic character and appearance of the DHD	
Schedule an appointment for reviewing Application with the Downtown Design Review Committee (“DDRC”)	

**If Application is approved, Grant Recipient (“Recipient”) shall also complete the following requirements:**

<b>Recipients</b>	✓
Forms required by the Purchasing Department for reimbursement including: <ul style="list-style-type: none"> <li>• Vendor Application</li> <li>• Vendor Direct Deposit Form</li> <li>• W-9 Form</li> </ul>	
Commence construction within ninety (90) days upon receipt of written notice from City	
Complete construction within one (1) year upon receipt of written notice from City	
<b>Reimbursement</b> Request Form (Exhibit “F”) with itemized list of work along with proof of payment by Recipient for costs incurred in connection with Project including, without limitation: copies of paid invoices, cancelled checks, credit card receipts, and notarized final lien waivers from all contractors, subcontractors, and suppliers (within 30 days of Project completion)	
Photographs of the project showing improvements (within 30 days of Project completion)	
Certificate of Compliance (Exhibit “G”) (within 30 days of Project completion)	



# GARLAND

## Downtown Historic District Revitalization Program *Program Overview*

**I. GENERAL PURPOSE.** The City of Garland promotes Garland and its unique character through redevelopment and revitalization of Downtown, historic preservation, and community involvement. The City has established this commercial historic revitalization program to encourage rehabilitation, enhancement, restoration, and preservation of façades, signage, and general improvements in the Downtown Historic District (“DHD”) as a catalyst to: (i) attract new customers and businesses to Garland’s DHD; (ii) stimulate new, private investment and economic development in the DHD; (iii) positively impact the marketability and perception of the DHD; and (iv) promote commercial revitalization of the DHD. The City has determined that the Downtown Historic District Revitalization Program (“DHDRP”) is in the public interest and that investing public resources in the DHD will promote local economic development in the City, stimulate business and commercial activity, help attract visitors and tourists to Garland, and benefit the City and its citizens.

**II. PRIMARY OBJECTIVE.** The DHDRP is focused on revitalizing commercial buildings located in the DHD to make them more economically viable and visually attractive by appropriately renovating the façade or, whenever possible, restoring the façade back to its original appearance, as well as making general improvements to the building to enhance its economic and commercial appeal.

### **III. DEFINITIONS**

***Certificate of Compliance (Exhibit “G”)*** shall mean a certificate in such form as is reasonably acceptable to the City executed by the Grant Recipient certifying to the City that: (i) Grant Recipient has complied with all terms, provisions, and guidelines of the DHDRP; (ii) all Grant Reimbursement Conditions Precedent have been satisfied and are then continuing; (iii) no Grant Recipient Default then exists under the terms of this Agreement; and (iv) no event exists which, but for notice, the lapse of time, or both, would constitute a Grant Recipient Default under the terms of this Agreement.

***City*** shall mean the City of Garland, a Texas home rule municipality.

***City Council*** shall mean the City Council of the City.

***City Manager*** shall mean the City Manager of the City.

***Downtown Development Office (“DDO”)*** shall mean the Downtown Development Office of the City.

***Downtown Historic District (“DHD”)*** shall mean only those properties located within the boundaries outlined in red on the map attached hereto as **Exhibit “A”** and made a part hereof for all purposes.

***Downtown Historic District Revitalization Program (“DHDRP”)*** shall mean this program approved by City Council to encourage the rehabilitation, enhancement, restoration, and preservation of commercial buildings in the DHD with respect to signage, awnings, facades, and general interior and exterior improvements.

***Enhancement*** shall mean replacing, adding, or repairing awnings and signs. Signs may include signboards, projecting signs, and pedestrian signage (includes window sign, hanging sign, and awning/canopy sign).

***General Interior Improvements*** shall mean work performed on the interior of the commercial property that is structural in nature, and remains attached to the building, while also respecting the historical integrity of the property, improving aesthetic appeal, and remains within the guidelines in this agreement.

**General Exterior Improvements** shall mean work performed on the exterior of the commercial property besides façade or signage enhancements. General exterior improvements may include landscaping, sidewalk and parking lot paving, roof repair/upgrade, and fixtures or attachments to the building.

**Grant Reimbursement Conditions Precedent** shall mean the conditions precedent to the payment of any grant approved pursuant to the DHDRP.

**Maintenance Period** shall mean the period commencing with the date the City’s building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work and continuing for five (5) years thereafter.

**Rehabilitation** shall mean removing slipcovers or non-historic/added façades, repointing brick or replacing mortar joints, removing paint from brick, replacing or restoring cornices, restoring or replacing windows, restoring transom windows, storefront systems, or any restoration work done that is guided by the DHDRP Design Guidelines (**Exhibit “D”**).

**Reimbursement Request** shall mean a written request (**Exhibit “F”**) which shall be delivered to the Downtown Development Manager in person or mailed to City of Garland, ATTN: Downtown Development, PO Box 469002, Garland, TX 75046.

**Work** shall mean the repair, removal, enhancement, replacement, restoration, construction, and installation of improvements to building façade(s), signage, and general interior and exterior improvements in the DHD that rehabilitate, enhance, and restore the aesthetic visual appeal and economic vitality of such building(s) that is guided by the DHDRP Design Guidelines.

#### **IV. TERMS, CONDITIONS, RESTRICTIONS, LIMITATIONS AND GRANT GUIDELINES**

##### **1. Eligibility Requirements**

- A. **Eligible Properties.** Grant funds are available for exterior rehabilitation and enhancement work on commercial building façades, and general improvements bringing property to marketable standards located in the area identified as the DHD on the map attached hereto as **Exhibit “A.”**
- B. **Eligible Applicants.** An Applicant must be the owner or tenant of a property within the area identified as the DHD on map attached hereto as **Exhibit “A.”** Tenants may apply for grant funds with the written consent of the property owner.
- C. **Eligible Projects.** The following projects are eligible for a Grant under the DHDRP:
  - Façade Improvement:**
    - i. The proposed project may restore, preserve, rehabilitate, or enhance any façade of a commercial building in the DHD in accordance with the DHDRP Design Guidelines;
    - ii. The minimum cost of the project must be at least \$10,000.

##### **Sign and Awning Replacement:**

- i. The proposed project may enhance or replace stand-alone signs and awnings;
- ii. Grant funds will only be reimbursed up to \$5,000.

##### **General Interior Improvements:**

- i. The proposed project may make improvements to the interior of the commercial building which are structural in nature, preserve the historic integrity of the property (where necessary), are attached to the building, and support the general purpose of the program;
- ii. The proposed project must facilitate a positive economic impact by bringing the property to marketable standards;
- iii. The proposed improvements may be eligible as a stand-alone project, or in conjunction with other eligible projects provided they meet the minimum requirements outlined in this agreement;
- iv. The minimum cost of the project must be at least \$10,000.

**General Exterior Improvements:**

- i. The proposed project may make improvements to the exterior of the building provided they are performed in conjunction with any eligible project outlined in this agreement including façade improvement, sign and awning replacement, and general interior improvements;
- ii. The minimum cost of the project must be at least \$10,000.

**Other Improvements:**

- i. Proposed projects which bring the commercial property into compliance with municipal building codes are considered eligible for grant reimbursement;
- ii. The proposed project may not be a stand-alone improvement and must be performed in conjunction with other eligible projects including façade improvement, sign and awning replacement, and general interior improvements;
- iii. The minimum cost of the project must be at least \$10,000.

**Additional Requirements.**

- i. The building where the work is to be performed must be in compliance with all applicable City codes and ordinances unless the applicant is requesting reimbursement funds to bring the property in to code compliance;
- ii. The applicant's use of the building must be in compliance with the City's zoning ordinance;
- iii. Ad valorem taxes assessed against the property where work is to be completed must not be delinquent, and there shall be no liens against the property for past due property taxes; and
- iv. The applicant must not owe any outstanding past due property taxes, judgments, fees for code violations, or any other debts to the City that are past due.

D. **Eligible reimbursements.** The DHDRP is a single reimbursement to applicant of commercial building(s) in the DHD. Reimbursement Grants are available for commercial building rehabilitation and enhancement projects consisting of eligible improvements. The following are eligible for reimbursement under the DHDRP:

- Signs (new, repairs, replacement, removal) as part of a rehabilitation project or as a stand-alone project;
- Awnings as part of a rehabilitation project or as a stand-alone project;
- Paint;
- Removal/replacement of inappropriate or incompatible exterior finishes or materials;
- Door/window/storefront system/trim replacement or repair;
- Brick/stone/masonry;
- Structural improvements to the façade;
- Exterior lighting attached to the façade;
- Building permits and inspection fees; and
- Architect, engineering, and other professional design fees if needed or required;
- Heating, air-conditioning, plumbing, electrical;
- Sidewalk repair and/or paving;
- Parking lots and/or paving;
- Landscaping;
- Roof repair/upgrade as part of a rehabilitation project;
- Fixtures or attachments to the building such as grease traps;
- Improvements bringing the property into compliance with city building codes;
- General interior, exterior, and other improvements bringing the property to marketable standards which meet the requirements of this agreement.

- E. **Non-Eligible reimbursements.** The following are not eligible for reimbursement under the DHDRP:
- Routine maintenance;
  - Construction related equipment;
  - Financing costs;
  - In-kind, donations, or “sweat equity” contributions; and
  - Sums paid to any contractor, laborer, or supplier owned directly or indirectly by the Grant Recipient or family member of the Grant Recipient.
2. **Matching Grant.** All grants under the DHDRP are 50/50 matching grants which means that the Grant Recipient must match dollar for dollar the amount of the Grant. All of Grant Recipient’s match must be for improvements within the scope of the Project proposed in the Application. All of Grant Recipient’s match must be monetary.
3. **Reimbursement Grant.** The DHDRP is a reimbursement program. If an architect or engineer is needed, Grant Recipients must pay their architect, engineer, contractors, suppliers, and all other costs in connection with the Project before receiving any payment from the City.
4. **Grant Criteria.** The criteria used to review and score projects will include, but shall not be limited to:
- A. amount of the Grant requested;
  - B. availability of Grant funds;
  - C. other pending Grant requests;
  - D. compliance of Project with terms, conditions, restrictions, limitations, and guidelines of the DHDRP;
  - E. score of Project in maintaining Downtown’s historic character and in preserving Contributing status of historically significant structures, as expressed in the DHDRP Design Guidelines;
  - F. architectural and structural condition of building where work is to be performed;
  - G. economic impact Project is anticipated to have on revitalization and redevelopment of the DHD;
  - H. compliance of Project with all current building standards;
  - I. ability of Project to increase the taxable value of property where work is to be performed and values of the properties around it;
  - J. perceived need for proposed renovations to the building;
  - K. historical accuracy of the proposed renovations and use of non-synthetic natural materials;
  - L. design quality of proposed rehabilitation and compatibility of design in relation to other buildings;
  - M. Project compatibility in relation to the DHD development goals at time of Application;
  - N. proximity to other development projects (new construction or renovations);
  - O. number of projects the Grant Recipient has already successfully completed; and
  - P. such other matters as deemed appropriate may be considered on a case-by-case basis.
5. **Reimbursement Agreement.** All Grants will be awarded on a reimbursement basis. Reimbursement will only be initiated after all covenants and conditions to be performed by Grant Recipient have been satisfied, the work to be performed in connection with the Grant has been satisfactorily completed, and City staff has inspected the work and verified that it is compliant with the plans proposed in the approved Application and compliant with all city building codes and permits issued.
6. **Construction Requirements for Approved Grants**
- A. Grant Recipient is required to obtain all applicable City permits and City approvals required for construction of the project if a Grant is awarded.
  - B. Grant Recipients receiving approval by the City shall commence construction described in the Application within ninety (90) days from the date the Grant is approved by the City. All Grant Recipients must complete the construction described in the Application within one (1) year from the date the Grant is approved by the City. If Grant Recipient is unable to commence construction within

ninety (90) days from the date the Grant is approved by the City or complete construction within one (1) year from the date the Grant is approved by the City, Grant Recipient may submit a written request for an extension of the commencement date or completion date to the City Manager provided the extension request is made prior to the ninety (90) day or one (1) year time limit. The City Manager shall not be obligated to allow extensions but may do so for good cause determined solely by the City Manager. An extension, if granted, shall be for the term and subject to the conditions determined exclusively by the City Manager. The denial by the City Manager of a request for extension cannot be appealed and shall be final.

- C. All work contemplated by the Application must conform to applicable city building codes, zoning ordinances, and local, state, and federal laws.
7. **Process for Reimbursement.** Within thirty (30) days after completion of the project and prior to payment of any reimbursement, Grant Recipient shall provide to the City:
    - A. written request for reimbursement (Exhibit "F") of the amount approved by the Grant duly executed by Grant Recipient, together with an itemized list of all work completed;
    - B. photographs showing the improvements completed indicating compliance with approved drawings in connection with approved Application; proof of payment by Grant Recipient of costs incurred in connection with approved Application including, without limitation, copies of all paid invoices, cancelled checks, paid credit card receipts, and notarized final waivers or releases of lien for the work performed from all contractors, subcontractors, laborers, and suppliers; and
    - C. Certificate of Compliance (**Exhibit "G"**) executed by Grant Recipient and notarized certifying that Grant Recipient has complied with all terms and provisions and that Grant Recipient is not in default and no event exists which, but for notice, the lapse of time or both, would constitute a default;
  8. **Payment of Reimbursement Grant.** Provided all covenants and conditions have been satisfied, approved DHDRP Grants shall be payable as a single payment reimbursement within sixty (60) days after Grant Recipient has submitted the payment request and supporting documentation required.
  9. **Grant Forfeiture.** Any deviation from approved Grant project and design without prior written consent of the City will result in total or partial withdrawal of the Grant.
  10. **Non-Alteration of Grant Funded Projects.** If Applicant is awarded a DHDRP Grant for any improvements approved as part of this application the improvements are altered for any reason without the prior written consent of the City within five (5) years from the date the City's building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work, Grant Recipient will be required to reimburse the City immediately for the full amount of the Grant.
  11. **Affirmative Covenant of Maintenance.** Each Grant Recipient will be required to maintain the property and its improvements in the condition of its renovated and improved state for five (5) years from the date the City's building and code inspectors have confirmed in writing that the Work complies with all plans, approvals, building permits, and sign permits issued in connection with the Work. A Grant Recipient who fails to comply with this condition shall be required to repay all of the Grant.
  12. **Miscellaneous Provisions**
    - A. No Grants will be awarded for work that has already been completed or for work that is covered by insurance.
    - B. No Grants will be awarded for work that is not within the scope approved by the design review.
    - C. Applications must be submitted and approved—via written notice from the City—prior to commencing work in order for project costs to be eligible for reimbursement.
-



- D. No Applicant has a proprietary right to receive Grant funds. Each request will be considered on a case-by-case basis. The City shall have sole discretion in awarding Grants and the award of any Grant is subject to the allocation and availability of Grant funds. There is no certainty that Grant funds will be available at any given time.
- E. Grants are considered as they are received and may be funded—if approved—until funds allocated to the DHDRP are depleted.
- F. An Applicant who submits an Application that was denied a Grant by the City shall not be eligible to re-submit an Application for sixty (60) days from the date the prior Application was denied by the City.
- G. Recipients of any DHDRP Grant funds must agree to observe all applicable federal, state, and local laws pertaining to the use of Grant funds.
- H. No Grant funds may be assigned or pledged to any third party.
- I. Grants approved through the DHDRP may be treated as income subject to federal income tax provisions. The City is not liable for any tax implications resulting from any Grant award. Grant Recipients should consult a tax advisor for tax liability information.
- J. No Grant Recipient or Grant Recipient’s agent or representative shall be entitled to receive Grant approval on the same property if requested within five (5) years from the date a previous Grant was awarded on the same property.
- K. All proposed projects will be reviewed and scored based on the DHDRP Design Guidelines (**Exhibit “D”**). The Downtown Design Review Committee (“DDRC”) will review proposed projects and make a determination based upon the project’s score. Approval from the DDRC must be obtained before any eligible work may begin.
- L. In the event two or more projects are under consideration and the remaining grant funds are unable to financially sustain multiple projects, the application with the highest score shall be awarded the grant reimbursement.
- M. Grant Recipient shall be required to furnish “before” photographs of the project area as part of the Application request and shall provide “after” photographs showing the completed project improvements as a condition of final Grant reimbursement.
- N. Grant Recipient shall be required to submit with its Application proof of ownership of the building where the project improvements are being constructed, such as a deed. If applicant is a tenant, the written consent of the property owner and proof of ownership shall be required.
- O. Construction bid(s) that are current and dated no earlier than ninety (90) days prior to the Application submittal must be presented with the Application. Construction bids shall be submitted on the project architect’s, engineer’s, or contractor’s letterhead and shall contain the contractor’s name, address, and telephone number and shall itemize the bid in a manner that allows City staff and the DDRC to determine bid components and authenticity of the bid, with a breakdown showing cost of all labor and materials.
- P. All Applications must be complete and contain all required information and design intent before Application will be considered for a Grant.
- Q. Applications and awards can be made only for projects as defined herein.

## V. GRANT APPLICATION PROCESS

1. **Determine eligibility**
    - A. Applicant shall discuss project plans with the DDO
    - B. Consider DHDRP Design Guidelines as a guide to creating a successful design
    - C. If advised by the DDO, set up an appointment for project review with the City's designated historic integrity staff representative and the City's Building Inspections Department
  
  2. **Complete the Application Form (Exhibit "B") and sign the Agreement Form (Exhibit "E").** In addition, all Applications must include:
    - A. Scaled drawings that illustrate design intent of all the proposed grant work to be done including:
      - i. Rendering of the proposed project;
      - ii. Proposed materials to be used;
      - iii. Color samples of all final paint selections and/or final fabric or sign material where necessary;
      - iv. Specifications of proposed improvements;
      - v. Examples of fixtures/equipment to be purchased where necessary;
    - B. Historic photographs of Garland Square or commercial property itself, if available;
    - C. Recent photographs of the area where improvements are to be made;
    - D. Bid proposals from qualified contractors detailing the cost of the work to be done;
    - E. Statement of how the proposed improvements further historic character, appearance of the DHD, facilitate economic impact, and;
    - F. All other information and attachments required by the terms, conditions, restrictions, limitations, and guidelines of the DHDRP.
  
  3. **Return the completed Application Form and set up meeting with DDRC.** The completed Application Form with all supporting documentation shall be delivered to the Downtown Development Manager in person or mailed to City of Garland, ATTN: Downtown Development Manager, PO Box 469002, Garland, TX 75046. After submitting your Application Form and relevant attachments to the DDO, schedule an appointment for reviewing Application with the DDRC.
  
  4. **The approval process will include without limitation the following:**
    - A. Only Applications that have been properly and fully completed and that contain all attachments and information required by the DHDRP will be submitted to the DDRC for consideration;
    - B. Applicants are required to attend and present their project to the DDRC. The DDRC meets monthly, as needed, and will review submitted Applications to make a determination regarding Grant approval; and
    - C. The DDRC has final discretion to funding and reserves the right to modify or reject any project or elements of any project.
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# EXHIBITS



# GARLAND

## Downtown Historic District Revitalization Program

### Exhibit "A"

### *Downtown Historic District Map*





# GARLAND

## Downtown Historic District Revitalization Program

### Exhibit "B"

### Application Form

Please return completed with necessary attachments (statement of how proposed improvements further historic character and appearance of DHD on a separate sheet of paper) and signature to the Downtown Development Manager in person or mailed to City of Garland, ATTN: Downtown Development Manager, PO Box 469002, Garland, TX 75046. If you have any questions, please contact the Downtown Development Manager at (972) 205-2370 or [SFRIEND@GARLANDTX.GOV](mailto:SFRIEND@GARLANDTX.GOV).

Applicant Information	
Applicant Name / Title	/
Mailing Address	
City, State, Zip	
Phone	
Email	
Historical / Current Building Name	/
Project's Physical Address	

Project Summary	
Scope of Work to be Undertaken (details of planned improvements for project):	
List contractor/project architect/engineer proposals and total amounts (attach bid proposals):	
Total Cost of Project Improvements	Amount of Matching Grant Assistance Requested
\$	\$
Estimated Start Date	Estimated Completion Date

**CERTIFICATION AND SIGNATURE**

The undersigned Applicant (“Applicant”) authorizes the City to inspect the building where the project work is to be performed to determine whether such building is in compliance with all city codes and ordinances. The Applicant acknowledges that DHDRP Grants are provided on a reimbursement basis only and certifies that no building permit for any work described in the Application has been requested and no work for which a DHDRP Grant is being requested has commenced.

By signing below, the undersigned Applicant acknowledges that the Applicant has read and understands the terms, conditions, restrictions, limitations, and guidelines of the DHDRP and has read the DHDRP Design Guidelines and hereby certifies that this Application and the proposed work for which a DHDRP Grant is being requested is guided by: (i) the DHDRP Design Guidelines and (ii) all of the restrictions, Grant limitations, terms, conditions, and guidelines of the DHDRP.

Incomplete Applications will not be processed until all required information and documents are submitted. An incomplete Application will automatically be denied if all required information and documents are not submitted within thirty (30) days after the Application is received by the City of Garland DDO.

Signature of Applicant	Date

**FOR ADMINISTRATIVE USE ONLY:**

Date Submitted	Date Reviewed	DDO Manager Signature	Approved
			<input type="checkbox"/> Yes    \$ _____ <input type="checkbox"/> No



# GARLAND

## Downtown Historic District Revitalization Program Exhibit "C" Application Scoring Sheet

SCORING CRITERIA	SCORE
<b>ECONOMIC IMPACT</b>	<b>0 - 20</b>
a. Investment in structural work to improve the economic vitality and commercial appeal of the building	
b. Investment to bring property to marketable standards	
c. Project to increase the taxable value of property where work is to be performed and values of the properties around it	
<b>CHARACTER OF HISTORIC DISTRICT</b>	<b>0 - 20</b>
a. Adheres to attached DHDRP Design Guidelines	
b. Proposed design contributes to existing overall character of Downtown	
c. Promotes an authentic and distinct sense of place within DHD	
<b>HISTORIC INTEGRITY OF BUILDING</b>	<b>0 - 20</b>
a. Respects historical integrity; applies to all buildings, whether deemed individually historically significant/ <i>Contributing</i> or not	
b. Maintains <i>Contributing</i> Status/historic significance of a structure by adhering to the Secretary of the Interior's Historic Preservation Standards; applies to any structure already deemed <i>Contributing</i> /historically significant	
<b>VISUAL INTEREST</b>	<b>0 - 15</b>
a. Preserves an existing iconic element of the building/Square	
b. Creates a new architectural element or feature that improves the iconic profile of the building and contributes to the overall enhanced marketability of the district	
<b>STRATEGIC CONSIDERATIONS</b>	<b>0 - 15</b>
a. Property is of particular importance to implementing a Catalyst Area, economic development strategy, master plan, or other strategic initiative	
b. Partners with other businesses	
c. Project is a "target" business (i.e., locally owned retail, dining, arts)	
d. Promotes the expression of art, entertainment, and/or culture	
<b>QUALITY OF APPLICATION</b>	<b>0 - 10</b>
a. Overall design is of quality and professionally crafted	
b. Proposal is complete and realistic to accomplish as presented	
<b>TOTAL SCORE:</b>	_____ / 100



## GARLAND

### Downtown Historic District Revitalization Program Exhibit “D” *Design Guidelines*

All submitted applications and projects will be reviewed based on the Downtown Historic District Revitalization Program Design Guidelines, as amended, and the City of Garland’s Development Code and Ordinances.

**1.01 Purpose.** Downtown development is officially governed by Chapter 7 of the Garland Development Code (“GDC”), and all Applications must comply with the Code.

The following development guidelines are intended to work in conjunction with the GDC, serving as additional guidelines for Grant Recipients. Applications will be evaluated and scored according to the degree of adherence to these guidelines.

The purpose of the DHDRP is to attract reinvestment to this special area as a destination and as a historic resource while preserving the unique character of Garland’s DHD.

**1.02 Goals.** The unique and authentic character of the Downtown Historic District (“DHD”) helps to establish a sense of place that supports community pride, engagement, and destination marketing efforts. The Grant guidelines seek to establish a balance between supporting progressive economic growth and preserving the historic integrity of structures and the unique character of the overall district. Goals include:

- (A) To preserve downtown as a unique and historic resource for the community;
- (B) To attract compatible reinvestment to the area;
- (C) To encourage the restoration, rehabilitation, adaptive use, and reconstruction of historic buildings;
- (D) To protect the National Register of Historic Places designation, which in turn will protect the ability to use economic incentives that are available for eligible buildings from state and federal governments;
- (E) To create standards to guide the rehabilitation of the buildings, which encompasses restoration, rehabilitation, adaptive use, and reconstruction, such that the above goals are met and maintained;
- (F) To create standards to guide the additions to buildings such that above goals are met and maintained; and
- (G) To encourage public art and the expression of modern-day cultural amenities and attractions through temporary installations that do not undermine the long term integrity of historic structures.

**1.03 Intent.** The intent of the development guidelines is to preserve the buildings and to provide architectural and open space standards that guide the design of alterations to be compatible with the character of the buildings and district. The ability to preserve the downtown is dependent upon an understanding of its unique character and which buildings contribute to that character. The Standards for rehabilitation (including restoration, rehabilitation, adaptive use, and reconstruction) and additions are applicable to the contributing buildings in the district. The Standards also address non-contributing buildings.

The DHD consists of one open space – the Downtown Square – and blocks of buildings surrounding it. The historic significance of the DHD is in the form, scale, materials, and type of building found within the district that serves as a representation of the development of the city of Garland from its inception through the 1960s, after which the downtown ceased to be the primary commercial center for the community. The open square and the concentration of one and two-story masonry commercial buildings establishes an urban environment that is recognizable and historic. The DHD tells the



story of Garland’s earliest development through its heyday as the center of the community.

The period of significance for the DHD is therefore from 1897 to 1966. Any building within this period may be restored, rehabilitated, adaptively used, or reconstructed to reflect its appearance during the period of significance.

The architectural form and styles of the buildings within the district reflect one and two-part commercial block buildings as the predominant form and styles that include local vernacular, Late Victorian, Mission/Spanish Colonial Revival, Moderne, and the International style. Many of the original styles of the buildings, particularly those of the Late Victorian style, have been altered over time to “modernize” their appearance. The retention of modernization alterations is at the option of the building owner.

When alterations are proposed to a building in the DHD, the first step is to determine the style and form of the building. If the original style has been altered, the alterations may match that appearance or may be restored to their original appearance. The information here is provided to enable identification of the building’s architectural style so that further research can be undertaken to assist an owner in the design of sensitive changes. A list of architectural style guides and dictionaries is provided below.

### Form

- (1) One-part commercial block buildings consist of a single story treated similarly to the lower façade unit of a two-part commercial block building consisting of storefronts used as display windows for retail with a parapet across the top of the building. The parapet was usually tall enough to allow for occupant signage or advertising and typically included a cornice. Examples of this building form in Garland include the Morrison’s Garage building at 620 Main St., M.D. Williams Building at 532 Main St., and the building at 615 W Ave A.
- (2) Two-part commercial block building consists of two distinct stacked façade units with a horizontal division that clearly separates the two. The first floor accommodated the more public commercial needs with display windows for the various businesses and the second floor would have been used as office and support spaces or meeting spaces for fraternal organizations. Some of the Garland buildings constructed in this building form are the C.M. Brown building at 614 Main St., Masonic building at 115 N 6th St., IOOF building at 113 N 6th St., and the Garland Fire Station building at 116 S 6th St.

### Styles

- i. Local Vernacular is designed based on local needs, availability of construction materials, and reflecting local traditions. Often these materials and traditions are simple and utilitarian, without apparent architectural significance; however, this is a character-defining-feature of this style. An example of this style is the Roach Feed & Seed building on Main Street.



**Characteristics:**

Utilitarian materials  
Simple, functional forms

**Address:**

409 Main St.

- ii. Late Victorian was at one time the predominant style in Downtown Garland. Today, it is only represented in a handful of buildings along Main Street and in the reconstructed building at 107 N 6th St. The character-defining features of this style include the use of brick and sometimes stone accents, decorative and corbelled brick work, particularly along the parapet wall, arched or rectangular window openings, storefronts that maximize the visibility of shops by using large expanses of glass, often with recessed entrances, canopies, and transom windows. Typical dates: 1870 – 1900. A subset of this style is the later, early nineteenth century buildings with Prairie style influences. Typical dates: 1900-1920. Examples of this style include:



- Characteristics:**
  - Cast stone accent
  - Corbelled or decorative brickwork at parapet
  - Transom window
  - Flat canopy hung from wall

**Address:**  
107 N 6th St.



- Characteristics:**
  - Wood storefront
  - Stone decoration
  - Storefront similar to Late Victorian style
  - Storefront with recessed entry

**Address:**  
610 Main St.

- iii. Mission/Spanish Colonial Revival is based upon historical examples of Spanish Colonial architecture and mission designs and includes low relief carvings, arches, columns, decoration confined to entrance surrounds, iron grills and balconies, gates and light fixtures, decorative parapets, and asymmetrical massing. Typical dates: 1915-1940. Example of this style:



- Characteristics:**
  - Spanish tile, hipped roof
  - Brick
  - Arched or straight openings
  - Decorative entrance surround
  - Decorative ironwork

**Address:**  
716 Main St.

- iv. Moderne style is sometimes described as a simplification of classical forms with horizontal emphasis found in banding, curved corners, minimal decoration, and modernistic influences within traditional forms. New materials for the era include glass block, structural pigmented glass, metal panels, large plate glass, and patterned glass. Typical dates: 1930 – 1945. Examples of this style:



**Characteristics:**

- Flat roof horizontal banding
- Horizontally grouped windows; sometimes wrapped around corner
- Modern canopy and fin wall
- Minimal decoration at entry door

**Address:**

116 S 6th St.



**Characteristics**

- Soft curvilinear lines
- Glass block
- Modernistic simple forms without attached decoration

**Addresses:**

708 Main St.

- v. International Style is designed with flat roofs, smooth, uniform wall surfaces, a lack of ornamentation, simple materials such as brick and metal panels, large expanses of glass, projecting eaves, and canopies. Storefronts may have minimal aluminum mullions. Low ceilings and horizontality are also characteristic. Typical dates: 1920 – 1965. Examples of this style:



**Characteristics:**

- Continuous flat canopies
- Large expanse of storefront
- Simple form and minimal material palette

**Address:**

823 Main St.



**Characteristics:**

- Continuous flat canopies
- Large expanse of storefront
- Simple form and minimal material palette

**Address:**

500 Main St.

## GENERAL STANDARDS

### 1.04 General

(A) **Application.** The standards in these guidelines apply only to applicants of the Downtown Historic District Façade Improvement Program. Other standards governed by the Garland Development Code (GDC) are applicable as well. A property owner may use the standard “major waiver” process for requirements set forth in the GDC; issuance of the waiver may or may not affect the applicant’s grant score, to be determined on a case-by-case basis.

(B) **Standards.** The Standards are defined for the following types of work:

- (1) Rehabilitation work consists of restoration, rehabilitation (repair and alterations), and reconstruction of buildings and of contributing properties.
- (2) Additions consist of additions to contributing properties.
- (3) Non-contributing property work.

(C) **Contributing and Non-contributing properties.** Contributing properties are those that contribute to the sense of place and the character that defines the district; these properties are also listed as contributing in the National Register historic district. Non-contributing buildings are those that fall outside of the period of significance for the district, are not of a characteristic style, or do not have sufficient historic integrity.

The following map defines the contributing and non-contributing buildings in the DHD:





### 1.05 Land and Building Use.

- (A) Flex Space At-Grade is not required.
- (B) Recreation and Open Space for Apartments and Condominiums is not required.
- (C) Dwelling units are not allowed on the ground floor.
- (D) The following uses are allowed in the GDC:
  - (1) Furniture and Appliance Cleaning/Repair
  - (2) Pet Care/Play Facility (indoor)
  - (3) Printing/Publish house
  - (4) Veterinary Clinic, Small Animal (indoors only)

### 1.06 Rehabilitation Standards for Contributing Properties.

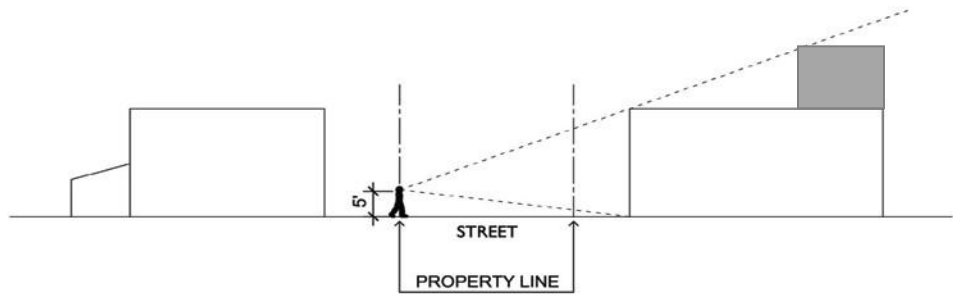
- (A) **Intent.** The Standards are intended to preserve the historic, character defining features of the contributing properties by retaining as much historic material as possible, by repairing rather than replacing, and by protecting the historic features that give a property its character. Determining what features and materials are historic is the first step of any rehabilitation effort.

The Guidelines prioritize the preservation of building façades that are visible from public streets; these are designated as “protected” façades, including side street façades. Protected façades should be restored, rehabilitated, or reconstructed and should not be altered unless there is a compelling reason to do so or in order to reinstate a historic appearance. Non-protected façades are the remaining façades of the building and where alterations and additions are encouraged in order to preserve the protected façades.

The use of the United States Department of the Interior’s National Park Service publications titled *Preservation Briefs*, the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* and the *Secretary of the Interior’s Standards for Rehabilitation* are encouraged as a guide for the preservation of contributing properties.

#### (B) General.

- (1) Restore, rehabilitate, and reconstruct building form and materials.
- (2) Preserve non-original alterations that have achieved historic significance in their own right and that fall within the period of significance. A property owner is required to identify the approximate date of features that are proposed to be removed.
- (3) Remove non-original alterations and additions that have not achieved historic significance and restore or reconstruct the design to an earlier or original period. A property owner is required to identify the approximate date of features that are proposed to be removed.
- (4) When restoration or reconstruction is undertaken, use available historic photographs, drawings and other documentation to replicate an earlier or original appearance. If documentation of the earlier or original period is not available, refrain from creating false history and follow the Standards for Additions.
- (5) Repair authentic historic materials wherever possible; replacement materials that match the appearance, material, size, and configuration of the historic materials shall be used when repair is not feasible.
- (6) The historic form of the building to the extent that it is visible from the opposite side of a public street is protected. Refer to Diagram 1.0 for sight lines that shall be used to determine visibility. Additions are limited to one story.



*Diagram 1.0: Sight lines used to determine visibility from the opposite side of the street*

- (7) The historic style of a building is protected. Where the style of a building has been altered, repairs and alterations shall serve to “bring back” the historic style of the building. Therefore, repairs and alterations shall be compatible with the historic style of the building.

**(C) Façade/Storefronts.**

- (1) Preserve historic elements, style and materials of the storefront including cornices, display windows, transom windows, spandrels, and knee walls.
- (2) Preserve historic recessed entries where they exist, including historic flooring or paving materials within the setback. Recessed entries provide weather protection, protect passing pedestrians from doors that open directly into the public sidewalk and are historic features.
- (3) Preserve or incorporate access to the upper story of two-story buildings to encourage use of these upper floor spaces with minimal impact to the historic configuration of the façade or storefront.
- (4) Preserve the utilitarian character of the non-protected façades such as exposed party walls and rear walls.
- (5) Cleaning of masonry shall be undertaken with the gentlest means possible. Property owners are encouraged to test low pressure water, low pressure water with mild detergents and chemical cleaning products formulated specifically for masonry materials. Sand or grit blasting and other abrasive methods of cleaning is not allowed. Abrasive methods remove the patina and the finish from stone and the “face” of from brick, which affects the performance of these materials.
- (6) Repointing of masonry should be undertaken where necessary, not as an entire façade activity (unless determined necessary over the entire façade). Repointing often causes damage to the masonry during removal of the mortar from joints; hand tools should be used to rake out mortar from vertical joints to avoid damage. Mortar used for replacement should match the appearance and the compressive strength of the existing historic clean mortar. For twentieth century buildings, Type N mortar is generally acceptable. However, where lime mortar is present, replacement mortar should have a high lime content similar to that of the historic mortar to ensure its compatibility with the historic masonry material; testing of the mortar is recommended. Incompatible mortar can cause stone and brick to crack. Ready-made gray cement mortars are typically not a good match to historic mortars and shall not be used.
- (7) The painting of brick shall not be undertaken unless the brick was previously painted. Painted brick and stone damages the masonry by trapping moisture inside the material and is generally an irreversible action due to the cost of paint removal. Paint removal from historic masonry using chemical stripping products is encouraged but it is recognized that removal can be difficult and typically requires 100% repointing of the mortar joints. Historic painted signs are excluded from this standard.

**(D) Windows and Doors.**

- (1) Preserve historic doors, door hardware (where feasible), and windows.
- (2) Snap-on window muntin shall not be used. Where divided light windows are proposed, the muntin element shall be used on the inside and outside of the glazing unit.
- (3) Decorative ironwork and burglar bars over windows is not allowed.
- (4) Tinted, colored, and reflective glass is not allowed except where part of a restoration or reconstruction where special glass was used historically. Films shall not be used on glass unless transparent.
- (5) Replacement windows and doors may incorporate insulated glass units provided the other characteristics of the element are maintained. Additional measures for improvement of window performance can be found in the expanded and illustrated *Secretary of the Interior's Standards for Rehabilitation* and in the *Preservation Briefs* series.
- (6) Exterior sun screens that cover the entire window are not allowed.

**(E) Roofs.**

- (1) Preserve historic roofing that is visible from a public way, including form, material, and configuration.
- (2) Preserve historic eaves, soffits, coping, cornices, parapet walls.

**(F) Colors.** Colors consistent with the style of the building or the predominant colors in the district are encouraged. Fluorescent and highly reflective colors shall not be used as the predominant color unless evidence of their historic significance has been documented.

**(G) Canopies and Awnings.**

- (1) Preserve historic canopies, awnings, and hardware.
- (2) The reconstruction of historic canopies is encouraged.
- (3) The use of flat, rigid canopies and canvas awnings of the “drop-front” style are encouraged. “Bubble” style awnings shall not be used.

**(H) Lighting.**

- (1) Preserving historic lighting is encouraged.
- (2) Lighting the exterior of the building with recessed down lights set within canopies, gooseneck lights, or other lighting consistent with the style of the building is encouraged.

**(I) Site/Landscaping.**

- (1) Landscaping shall not obscure views of significant features on protected façades.
- (2) Mechanical equipment shall be screened with materials matching the building. If located on the roof, mechanical equipment shall be located out of view from a public way as shown in Diagram 1.0 and screened with a material matching the building or painted to blend into the building.
- (3) Outdoor seating areas and patios are encouraged on the street and at the rear of the property.

**(J) Signs.**

- (1) Preserving historic signs is encouraged.
- (2) Preserving painted historic sign and sign “ghosts” or remnants is encouraged.
- (3) Signs shall not cover transoms or other historic features. Historic locations for signs, such as on glass storefronts and on glass in doors, projecting from the façade, hanging, painted on walls, and as part of a canopy or awning system are encouraged. Locate signs so that they relate to architectural features.

## 1.07 Additions Standards.

(A) **Intent.** The Standards for Additions applies to alterations and additions to contributing properties in the historic district.

It is recognized that changes to and the expansion of historic buildings are a necessary part of a building's evolution. These guidelines are intended to manage that change in a way that protects the architectural character of the district. Additions shall be designed to minimize their impact on the historic design and materials of the main building.

Additions shall be compatible with the main building in massing, size, scale, and material. Whenever possible, new additions to buildings should be done in such a manner that, if removed in the future, the essential form and integrity of the historic building and site would be unimpaired. The Standards are intended to preserve the protected façades of the building facing a public street and side façades facing a public street.

Additions to non-protected façades shall also be appropriate.

### (B) **Building Height.**

- (1) Height shall be limited to a minimum of one story and a maximum of two stories at the street with a third story at the roof set back a minimum of thirty (30) feet from the street façade or as defined by Diagram 1.0, whichever set back distance is lesser.
- (2) The maximum floor to floor height shall not exceed the floor to floor height of the immediately adjacent contributing buildings. Where an adjacent building does not exist or is not historic, the average floor to floor height of the historic buildings on the block face shall be used.

### (C) **Architectural Articulation.**

- (1) The building form shall correspond to one of the identified historic style forms within the district, including the one-part and two-part commercial form, which is the predominant form. Tri-partite architecture with a distinct base, middle, and top is not required or encouraged.
- (2) Articulated parapet walls at the street façade, through the use of corbelled brick, a stepped or other form, and the application of detail or ornament consistent with the style of the building is encouraged.
- (3) Canopies and awnings shall be functional, reflect the bay spacing of the building, or be consistent with the style of the building. Canopies and awnings shall extend a minimum of six feet from the building over the sidewalk for at least seventy-five percent of the frontage of the building. Such awning shall maintain a minimum eight-foot clearance over the sidewalk. Lighting and integrated signage is encouraged.

(D) **Residential At-Grade.** Not allowed.

(E) **Residential Above-Grade.** Balconies are not allowed.

(F) **Flex Space At-Grade.** Not allowed.

### (G) **Nonresidential Windows and Glazing.**

- (1) Window openings shall reflect the bay rhythm of the adjacent or predominant buildings on the block face.
- (2) Single light, fixed storefront windows are not allowed as the principal window type but may be used as an accent window and as the ground floor storefront window.
- (3) Window size, material, and type shall be compatible with the style of the building.

(H) **Building Entries.** Inset entries are not required but are allowed.



(I) **Roofs.** Building roof materials shall be compatible with the style of the building.

(J) **Exterior Walls.**

- (1) EIFS is not allowed.
- (2) Glass curtain wall is not allowed.
- (3) Other exterior walls that are not visible from a street, plaza, or other public open space shall be constructed of a minimum of 80 percent masonry.
- (4) Masonry is defined as a façade material consisting of stone, standard size (not jumbo) brick, terracotta, or cast stone units with mortar joints.
- (5) The exterior walls of additions shall incorporate the predominant adjacent wall material.

#### **1.08 Non-contributing Property Standards**

(A) **Intent.** The Standards for Non-contributing Properties apply to non-contributing properties within the DHD.

It is recognized that the district includes historic buildings with alterations and additions that have diminished the historic integrity of the original building, as well as buildings built less than 50 years ago and hence not “historic” for the purposes of this district; these properties have been defined as non-contributing to the historic character of the district.

When changes are proposed to a non-contributing property, it is the intent of these Standards to guide these non-contributing properties toward an appropriate design that is consistent with the character of the district.

## STYLE RESOURCES

Taken from the U.S. Department of the Interior, National Park Service: ARCHITECTURAL STYLE GUIDES AND DICTIONARIES

These standard architectural guides may indicate if the property you are researching is an example of a recognizable architectural style.

Blumenson, John J.G. *Identifying American Architecture: A Pictorial Guide for Styles and Terms, 1600-1945*. Nashville: American Association for State and Local History, 1981.

Fleming, John, et al. *The Penguin Dictionary of Architecture*. Great Britain: Penguin Books, Ltd., 1966. Foley, Mary Mix. *The American House*. New York: Harper & Row, 1980.

Gottfried, Herbert and Jan Jennings. *American Vernacular Design, 1870-1940*. New York: Van Nostrand Reinhold, 1985.

Gowans, Alan. *Styles and Types of North American Architecture: Social Education and Cultural Expression*. New York: HarperCollins, 1992.

Harris, Cyril M. *Dictionary of Architecture and Construction*. New York: McGraw-Hill, 1975.

\_\_\_\_\_, ed. *Historic Architecture Sourcebook*. New York: McGraw-Hill, 1977.

McAlester, Virginia and Lee. *A Field Guide to American Houses*. New York: Alfred A. Knopf, 1984. Pevsner, Nicholas et al.

*A Dictionary of Architecture*. New York: Overlook Press, 1976.

Phillips, Steven J. *Old House Dictionary*. Lakewood, CO: American Source Books, 1989.

Poppeliers, John C.S., et al. *What Style Is It? A Guide to American Architecture*. Washington, D.C.: The Preservation Press, 1983.

Saylor, H.H. *Dictionary of Architecture*. New York: John Wiley & Sons, Inc., 1952.

Whiffen, Marcus. *American Architecture: A Guide to Styles*. Cambridge: The MIT Press, 1969.

Whiffen, Marcus and Frederick Koeper. *American Architecture, 1607-1976*. Cambridge: The MIT Press, 1981. 2 vols.

## Secretary of the Interior's Standards for Rehabilitation

All submitted applications and projects will be reviewed based on the Secretary of Interior's Standards for Rehabilitation, as amended, and the City of Garland's Development Code and Ordinances.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



# GARLAND

## Downtown Historic District Façade Improvement Program Exhibit “E” Agreement Form

Please return completed with necessary attachments to the Downtown Development Manager in person or mailed to City of Garland, ATTN: Downtown Development Manager, PO Box 469002, Garland, TX 75046. If you have any questions, please contact the Downtown Development Manager at (972) 205-2370 or [SFRIEND@GARLANDTX.GOV](mailto:SFRIEND@GARLANDTX.GOV).

Applicant Name / Title	/
Mailing Address	
City, State, Zip	
Phone	
Email	
Historical / Current Building Name	/
Project’s Physical Address	

By signing below, the undersigned Applicant (“Applicant”) certifies that (i) Applicant has met with staff and has read and fully understands the Downtown Historic District Revitalization Program (“DHDRP”) established by the Garland City Council and (ii) if Applicant is awarded a DHDRP Grant, Applicant will comply with all of the restrictions, limitations, terms, conditions, and guidelines of the DHDRP.

- Applicant is the property owner or tenant of the commercial building being considered for a Grant.
- The Applicant will obtain all necessary permits, authorizations, consents, and approvals necessary to complete the proposed improvements including, without limitation, those established or required by the Texas Historical Commission, the U.S. Department of Housing and Urban Development, the U.S. Department of the Interior, and similar agencies, as well as those required by the City.
- The applicant will perform the work or cause the work to be performed in a good and workmanlike manner and cause the work to be promptly completed.
- The Applicant will make the improvements fully available for inspection by the City and other regulatory agencies.
- The Applicant will not materially deviate from the approved plans for the proposed improvements without the express written consent of the City.
- The Applicant authorizes the City to promote the project and property as participating in the DHDRP, including, without limitation, displaying a sign at the building site during and after construction identifying participation in the DHDRP and using photographs, illustrations, and descriptions relating to the project in the City’s printed promotional materials, press releases, and websites.
- The Applicant agrees to maintain the improvements in substantially the same condition in which it was constructed upon approval for a period of not less than five years after completion. Applicant agrees that if: (i) any deviation from the approved project without the prior written consent of the City will result in the total forfeiture of the Grant; and/or (ii) if the project completed in connection with the Grant is altered for any reason without the prior written consent of the City within five (5) years from completion of construction, the Applicant will be required to reimburse the City of Garland immediately for the full amount of the Grant.

The applicant agrees to allow the city to conduct an annual inspection of the property to ensure improvements are appropriately maintained.

- Applicant agrees that all Grant funds awarded to Applicant as part of the DHDRP will be used for the renovation project described in the Application submitted by the Applicant for the purpose of revitalization and preservation of Garland’s Downtown Historic District.
- Applicant agrees no in-kind match is allowed. No donations, “sweat equity,” or sums paid to any contractor, laborer, or supplier owned directly or indirectly by the Applicant or family member of the Applicant will count towards the Applicant’s required match.
- Applicant has not received, nor will receive insurance monies for the revitalization project described in the Application for the DHDRP.

Signature of Applicant	Date

**FOR ADMINISTRATIVE USE ONLY:**

Date Submitted	Date Reviewed	Downtown Development Manager Signature



# GARLAND

## Downtown Historic District Revitalization Program

### Exhibit "F"

### *Reimbursement Request Form*

Please return completed with necessary attachments and signature to the Downtown Development Manager in person or mailed to City of Garland, ATTN: Downtown Development Manager, PO Box 469002, Garland, TX 75046. If you have any questions, please contact the Downtown Development Manager at (972) 205-2370 or [SFRIEND@GARLANDTX.GOV](mailto:SFRIEND@GARLANDTX.GOV).

Scan/attach a copy of proof of payment of costs incurred in connection with the Project, including copies of paid invoices, cancelled checks and/or paid credit card receipts, and notarized final lien waivers from all contractors, subcontractors, and suppliers. Keep a copy of all documents for your own records.

Recipient Information	
Recipient Name and Title	
Mailing Address	
City, State, Zip	
Phone	
Email	
Historical/Current Building Name	
Project's Physical Address	

I certify that the expenses listed on the following page(s) were incurred and are being requested for the purpose stated in the Grant Application for the project listed above.

Recipient Signature	Date

#### FOR ADMINISTRATIVE USE ONLY:

Date Submitted	Date Reviewed	Downtown Development Manager Signature





**GARLAND**

**Downtown Historic District Revitalization Program**

**Exhibit "G"**

***Certificate of Compliance***

Before me, the undersigned notary, on this day personally appeared \_\_\_\_\_ *[printed name of affiant]*, a person whose identify is known to me. After I administered an oath to him/her, upon said oath affiant stated:

1. My name is \_\_\_\_\_ *[printed name of affiant]*. I am capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct.
2. I have personal knowledge of the Agreement entered into between the City of Garland, Texas and \_\_\_\_\_ *[printed name of Grant Recipient]* (the "Grant Recipient"). I read the Agreement and understand the Grant Recipient's obligations and representations therein.
3. I am authorized by the Grant Recipient to make this affidavit on behalf of the Grant Recipient.
4. I am the \_\_\_\_\_ *[affiant's job position held with the Grant Recipient]*. As such, I have personal knowledge of the Grant Recipient's obligations as it relates to the Agreement.
5. The Grant Recipient has met all of its obligations, conditions, and terms of the Agreement as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Affiant*

Sworn to and subscribed before me by \_\_\_\_\_ *[name of affiant]* on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Notary Public in and for the State of Texas*