

# **OUTLINE OF LIGHTING GRANT GUIDELINES & PROCEDURES**

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**DDA RESOLUTION - USE OF GRANT FUNDS TO  
ENCOURAGE UPLIGHTING OF BUILDINGS WITHIN  
THE DDA BOUNDARIES**

WHEREAS, the DDA has determined a need for a Lighting Grant Program; and

WHEREAS, one of the purposes of the Rochester DDA is to improve the retail and commercial environment within its boundaries; and

WHEREAS, recommendations contained in the 2002 Action Plan of the DDA Board recommend as a goal to improve lighting in the downtown district for the purpose of enhancing and illuminating the buildings at night, attracting consumers while accentuating charm and visibility and safety; and

WHEREAS, lighting buildings will encourage business and trade in downtown Rochester; and

WHEREAS, the DDA has created certain guidelines to be used to determine eligibility for funding from the Lighting Grant Program.

NOW THEREFORE, IT IS HEREBY RESOLVED:

1. That applications for funding are to follow the Lighting Grant Guidelines & Procedures established by the DDA, copy attached.
2. The dominant emphasis of this program is to enhance the quality and night time illumination of the buildings in the DDA district, with emphasis to include the upper portion of the buildings.

MADE AND PASSED THIS 19<sup>th</sup>. day of March 2003

I, Carol Gardner, Executive Director of the Rochester Downtown Development Authority do hereby certify that the following is a true and correct copy of a resolution adopted by the Rochester Downtown Development Authority on the 19<sup>th</sup>. day of March 2003.

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Carol Gardner  
Executive Director

# LIGHTING GRANT PROGRAM GUIDELINES & PROCEDURES

## GUIDELINES:

### GENERAL CONDITIONS

On March 19, 2003, the City of Rochester Downtown Development Authority adopted these guidelines and procedures for a Lighting Grant Program to encourage lighting improvements to the exterior of the downtown buildings and sites. The purpose of the Lighting Grant Program is to encourage merchants, businesses and building owners to improve the illumination of their buildings at night; to highlight opaque surfaces which have architectural features and thereby enhance the DDA district of downtown Rochester.

This Lighting Grant Program is to assist downtown businesses with the purchase and installation of lighting for the exterior of buildings only.

In addition to providing grant monies, the program includes the following:

- Materials, including a building lighting program evaluation guide on paper and disk, which will assist the applicant in evaluating types of lighting, estimated costs for purchase and installation of exterior lighting, annual cost of operation, and referrals to architects who can produce renderings and/or lighting designs.

The Lighting Grant Program may include reimbursement for wiring or electrical work in the building that must be accomplished in order to install the exterior lighting.

The Rochester Downtown Development Authority Board of Directors shall have sole discretion to either approve or deny grant request.

## REQUIREMENTS:

In order to be eligible, the Lighting Grant Request Form must be completed, submitted and approved by the Rochester Downtown Development Authority Board prior to any improvements or installation of lighting to the building. No applications will be considered or approved on any work that has been started prior to Board approval. In addition, all paperwork must be submitted.

All applications must meet these Design Guidelines for the Lighting Grant Program. This grant applies to existing and/or new construction.

## ELIGIBILITY:

To qualify for the Rochester Downtown Development Authority Lighting Grant Program, a building must meet the following criteria:

- 1) The building address for which the uplighting will be completed must be included in the DDA district of the City of Rochester.
- 2) The lighting to be added shall be permanent.
- 3) The lights shall be illuminated at night on a seven day per week basis, except for emergencies, from dusk to at least 11 p.m.
- 4) The lighting design and placement must be approved by the Rochester Downtown Development Authority prior to installation.
- 5) For the sake of consistency of the program, it is recommended that the Grantee consult one of the architects included in the attached list.

ELIGIBILITY: (CONTINUED)

- 6) The work must be completed, including final inspection approval by the Building/Electrical Inspector, within 90 days of the DDA Board approval. Failure to complete the project within 90 days shall disqualify the grant approval unless the applicant is approved for one (1) 90 day extension for extenuating circumstances. The request for extension must be made in writing to the DDA Board prior to the expiration of the initial 90 day period. The approval or denial of the extension shall be in the sole discretion of the DDA Board.

GRANT

Upon receipt of the necessary Lighting Grant Program Request and Approval forms, the following reimbursement program will be followed:

- Grantee will be eligible for reimbursement of 50% of the cost of the lighting and installation up to a maximum of \$6,000.
- Cost of the power to sustain the lighting is not included.
- Only work that must be completed in order to secure and electrify the lighting is included.
- Grant will cover any part of the building including front, sides, rear.
- Note that grant will not be approved when lighting is for security purposes only. A specific goal of this grant is to provide lighting for the upper portion of the buildings.

**PROCEDURES:  
LIGHTING GRANT ASSISTANCE REQUEST & APPROVAL FORM**

-The Request and Approval Form (copy attached) must be completed in its entirety by the applicant prior to any approvals. All pertinent information must be included. The request must be approved by the following before any work is performed:

- DDA Director
- Building Inspector
- DDA Board

The DDA Board of Directors shall have sole discretion to either approve or deny a grant request. If approved by the DDA Board, the applicant will be notified by the DDA Director that work can proceed and a copy of the application form will be given to the applicant confirming approval and amount of reimbursement. The applicant and/or contractor must obtain the appropriate electrical/building permit prior to start of work.

If the application is not approved, the DDA Director will advise the applicant as soon as possible.

**LIGHTING GRANT PROJECT COMPLETION FORM**

-Upon completion of installation of the lighting, a Project Completion Form (attached) must be filled out by the applicant. No reimbursements will be made until this Form is completed and given to the DDA Director for processing. The DDA Director will approve the grant for payment after checking for conformance and proof of payment of all bills and final inspection and approval by the appropriate Electrical/Building Inspector.

**LIGHTING GRANT ASSISTANCE REQUEST & APPROVAL**  
**APPLICATION FORM**

APPLICANT (GRANTEE) INFORMATION:

Business Name:  
Business Contact Person:  
Mailing Address:  
Phone Number & e-MAIL:  
Fax Number:

Building Address:

PROJECT INFORMATION:

Projected Cost:  
(attach estimate w/ cost breakdowns)

Proposed Project Start Date:  
Proposed Project Completion Date:

The project will involve the building's: Façade , Side, Back

Grantee(s) have read and understand Lighting Grant Program Guidelines and Procedures. Grantee(s) confirm and agree that in consideration for accepting the grant monies herein provided, the Grantee(s) shall cause the lighting installed pursuant to this lighting grant to be illuminated seven (7) days per week from dusk to at least 11:00 p.m. Furthermore, Grantee(s) agree not to remove said lighting if Grantee(s) move from the building or sell the building, and, the lighting installed pursuant to this reimbursement request shall not be removed without the consent of the DDA or its successor. It is the intent of the parties to provide light to the exterior of the building for the benefit of future occupants and/or owners and for the benefit of the Downtown Development Authority District in general.

That, in the event Grantee(s) fail, refuse, or neglect to maintain the lighting installed pursuant to this light grant reimbursement as required immediately above, or, in the event the Grantee(s) shall otherwise fail, refuse or neglect to comply with all grant requirements as set forth in the Lighting Grant Guidelines, the Downtown Development Authority shall have the right to seek immediate equitable relief from the Oakland County Circuit Court, including, but not limited to an injunction compelling and ordering the Grantee(s) to comply with all such grant requirements and/or ordering Grantee(s) to illuminate the subject lighting as required above.

Signature of Applicant (Grantee): \_\_\_\_\_ Date \_\_\_\_\_

**BUILDING OWNER INFORMATION:**

Building Owner:

Owner's Address:

Owner's Phone & e-Mail:

If Building Owner is not the applicant (Grantee) said owner must sign Authorization to submit application and sign and date.

Building Owner's Authorization: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Please submit 3 copies of the project design including rendering.  
Please submit 1 photograph of the existing façade to be lighted.

Building Inspector: Approval \_\_\_ YES \_\_\_ NO DATE: \_\_\_\_\_

DDA Director: Approval \_\_\_ YES \_\_\_ NO DATE: \_\_\_\_\_

DDA Board: Approval \_\_\_ YES \_\_\_ NO DATE: \_\_\_\_\_

**LIGHTING GRANT ASSISTANCE**  
**PROJECT COMPLETION FORM**

BEFORE LIGHTING  
ADDITION PHOTO  
(HERE)

AFTER LIGHTING  
ADDITION PHOTO  
(HERE)

NAME OF BUSINESS:

Building Address:

Name of Applicant (Grantee):

Phone & e-Mail:

Project Completion Date:

Final Cost of Project:  
(attach all bills and  
payment verification)

Has project been completed:

Date of Approval of Final Inspection by Elec./Bldg. Inspector:

Name of Architect or Design Consultants (if applicable):

Are all liens paid, if any?:

Please sign and date Certification below:

Grantee(s) hereby certify and confirm that the information provided above is true and accurate. Grantee(s) confirm and agree that in

Consideration for accepting the grant monies herein provided, the Grantee(s) shall cause the lighting installed pursuant to this lighting grant to be illuminated seven (7) days per week from dusk to at least 11 p.m. Furthermore, Grantee(s) agree not to remove said lighting if Grantee(s) move from the building or sell the building, and, the lighting installed pursuant to this reimbursement request shall not be removed without the consent of the DDA or its successor. It is the intent of the parties to provide light to the exterior of the building for the benefit of the Downtown Development Authority District in general.

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Signature of Grantee: \_\_\_\_\_ Date \_\_\_\_\_

Electrical/Bldg. Inspector – Final Inspection Approval: \_\_\_\_\_

DDA Director Approval for payment: \_\_\_\_\_

Date Grant is Eligible for Payment & Amount: \_\_\_\_\_