



FAÇADE GRANT PROGRAM

Project Process Outline

PHASE 1: PRE-APPLICATION PHASE

1. Pre-application meeting between Applicant and Program Administrator
2. Pre-application design and scope meeting between Applicant, Program Administrator, and Committee representative.

PHASE 2: APPLICATION & DESIGN PHASE

3. Application filed by Applicant including:
 - a. Detailed project plans and specifications, including description of improvements to be made indicating project materials, finishes and colors to be used.
 - b. Samples of key materials and surface applications as applicable to be used in the rehabilitation (i.e. paint, awning color/ material, and any other finishes or treatments). Samples can usually be obtained from the manufacturer, distributor or retailer.
 - c. Bid/Estimate Summary Sheet and preliminary construction or contractor cost estimates/bids in writing, itemized for each portion of the project.
4. Final Design Review by Committee designee(s)
5. Committee Approval (qualified) based on agreed upon design and budget
6. Applicant executes Part 1 and 2 of Agreement

PHASE 3: CONSTRUCTION PHASE

7. Construction by Applicant
8. Interim approvals (final selections) as needed by Committee for any open items
9. Construction Completion
10. Applicant files final completion form including final cost summary and line item detail
11. Final Inspection
12. Applicant executes Part 3 of Agreement
13. Committee Approval and recommendation to Town Council
14. Approval of Town Council
15. Payment to Applicant

Please contact the Town of Zionsville Planning Department for additional information at:
1100 W. Oak Street
Zionsville, IN. 46224
(317) 873-1574