

**CITY OF MCHENRY
LANDMARK COMMISSION
FAÇADE IMPROVEMENT GRANT PROGRAM**

Program Application Process

- **Submit complete application and supporting materials at City Hall**
- **Application submitted to Landmark Commission for review**
- **Applicant presents application before Landmark Commission**
- **Landmark Commission discusses and reaches decision**
- **Notification letter sent to applicant with decision**
- **Grants are awarded at the completion of the project following a site review**
- **Picture of completed project is forwarded to Commission by applicant**
- **Grants are presented by the Mayor at City Council meeting**

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Criteria and Qualifications

1. Structure must be located within the limits of the City of McHenry, zoned and used for commercial purposes.
2. The structure shall be a minimum of fifty (50) years of age for consideration.
3. All proposed work shall comply with the applicable City, State and National building and preservation codes.
4. All proposed materials and work shall be sensitive and appropriate to the original design and style of the structure. The project should be sensitive to the streetscape and appropriate to the character of the neighborhood.
5. The following types of work will be considered under the grant program:
 - a. Exterior work, such as painting, tuckpointing, clening, remodeling, restoration or rehabilitation on the front façade, or a side or rear facing a major street or public access, i.e. city parking lot.

NOTE: Awnings may qualify if appropriate to the building's period. Signage, if restoring or duplicating the design of an original sign, will also qualify.

Applications must contain the following information to be eligible for consideration:

- All applications must include three estimates with the following details: *
 - Detailed descriptions of all work
 - Description of all materials and samples to be used (i.e. color of mortar to be used in tuckpointing)
 - Description and detail of all processes to be used (i.e. PSI of water pressure for pressure washing)
 - References from each contractor (i.e. past work done, including addresses and phone numbers)
- Drawings and specifications of proposed work
- Photographs of the existing façade
- Historic photos and data to prove age of structure and historical value
- Current photograph of structure
- Photographs of adjacent structures
- If grant is approved, a picture of completed project must be forwarded to Commission prior to grant dissemination.
- Any requests with less than 3 bids must have the prior approval of the Landmark Commission.

Applications not including the above are not considered complete and are not eligible for consideration.

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Application Form

Applicant's Name: _____

Address: _____

Phone Day: _____ Evening: _____

Building Owner's Name: _____

Building Owner: _____ Business Owner: _____ Both: _____

Structure Name: _____

Address: _____

Date of Original Construction: _____ Builder: _____

Historic Photo and Date to be included: _____

Total estimated cost of proposed façade work: \$ _____

Attach a copy of three qualified estimates.

Proposed schedule of work:

Starting Date: _____ Completion Date: _____

Required Attachments: (see criteria)

- Drawings and specifications of proposed work
- Photographs of the existing façade
- Historic photos and data
- Photographs of adjacent structures

Any application without any of the above will not be considered complete and will not be eligible for consideration.

All work must be initiated 90 to 120 days after the Landmark Commission has approved it, and completed no later than 1 year after the date of approval.

It is the responsibility of the applicant to notify the Commission Chairperson of the progress of the project, particularly when the project work is delayed in any manner.

I have read and understand the criteria for approval of the McHenry Landmark Commission Façade Improvement Grant.

Applicant Signature

Date

Building Owner Signature

Date

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General Guidelines

When considering exterior work on older buildings please keep this in mind:

1. Become familiar with the style of your building and the role of the storefront in the overall design. Don't "early up" a front. Avoid stock "lumberyard colonial" detailing such as coach lanterns, mansard overhangings, wood shakes, non-operable shutters, and small paned windows except where they existed historically.
2. Preserve the structure's character even though there is a new use on the interior. If less exposed window area is desirable, consider the use of interior blinds and insulating curtains rather than altering the existing historic fabric.
3. Avoid use of materials that were unavailable when the storefront was constructed; this includes vinyl and aluminum siding, anodized aluminum, mirrored or tinted glass, artificial stone, and brick veneer.
4. Choose paint colors based on the building's historical appearance. In general, do not coat surfaces that have never been painted. For the 19th century storefronts, contrasting colors may be appropriate, but avoid too many different colors on a single façade.