



Spokane Historic Preservation Office  
**Historic Preservation Facade Improvement Grant Program**  
Program Information

**OVERVIEW:**

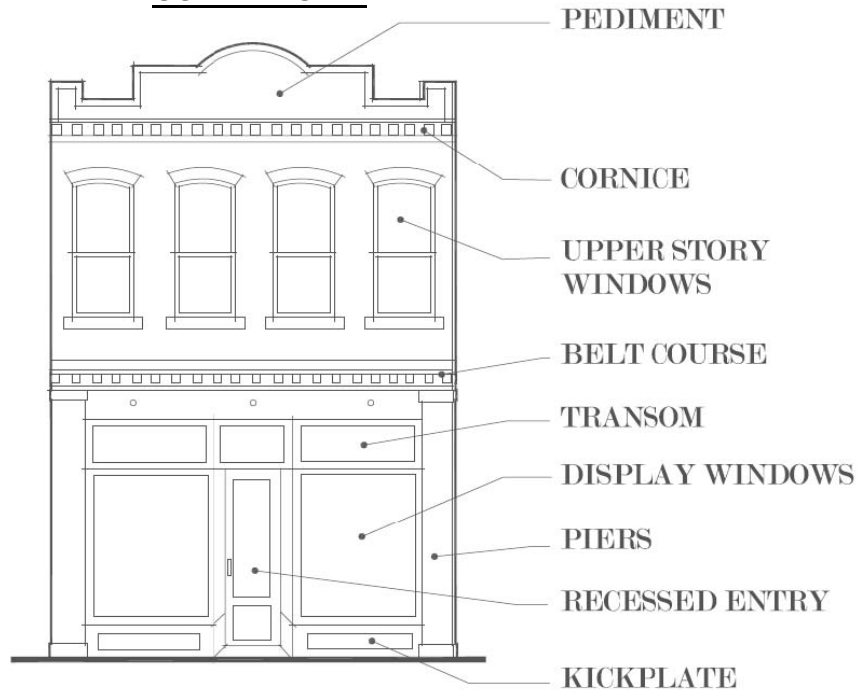
The Historic Preservation Facade Improvement Grant Program is a revitalization incentive program designed to encourage the rehabilitation/restoration of residential and commercial historic building facades that represent the history of the City of Spokane. **All grants are subject to availability of funding.**

**WHO CAN APPLY?**

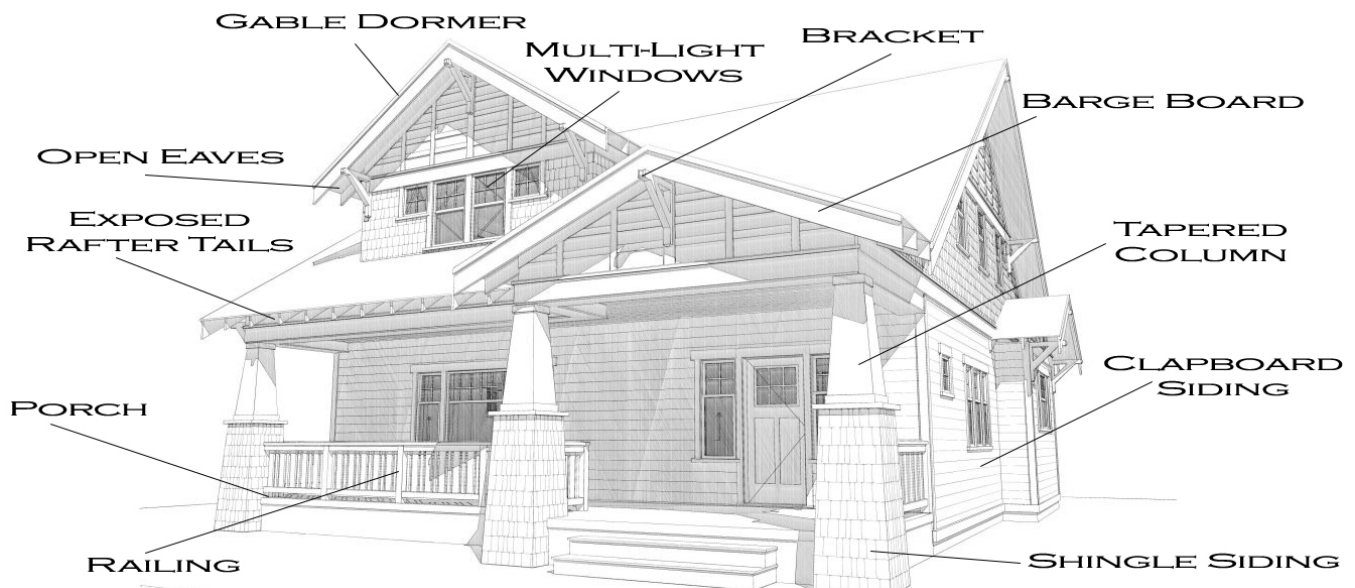
The Historic Preservation Facade Improvement Grant Program is available to owners of properties listed on the **Spokane Register of Historic Places AND located within the City of Spokane.**

***Facade*** is defined as any portion of the exterior of a structure visible from the public right-of way. The drawing to the right is an example of a commercial storefront facade with typical architectural components. Residential facades are also eligible. (See below)

**COMMERCIAL**



**RESIDENTIAL**



**FUNDING:**

Funding is provided in an amount equal to 50% of the eligible expenses, but no grant shall exceed **\$5,000**. These grant funds will be reimbursements, paid after qualifying rehabilitation work is completed and approved by the Spokane Historic Preservation Office (SHPO). The applicant must submit proof of payment to the SHPO for all project costs, after which a check will be issued to the applicant.

**ELIGIBLE TYPES OF FACADE REHABILITATION WORK:**

All work must be completed by a licensed contractor. The types of activities that are eligible under this façade program include, but are not limited to, the following:

- Selective demolition of inappropriate siding material and rehabilitation of historic facade
- Replacement of inappropriate windows with historically appropriate windows
- Rehabilitation of historically appropriate awnings
- Rehabilitation of historically appropriate exterior lighting fixtures
- Replacement of missing historic features provided adequate documentation exists
- Rehabilitation of historic doorways and storefronts
- Repointing masonry
- Repainting surfaces that were historically painted with appropriate color (No painting masonry)
- Rehabilitation of historic front porches, columns, and railings
- Rehabilitation of native rock walls on primary facade
- Rehabilitation of historic windows and/or creation of storm windows
- Design or engineering costs

**\*Historic renovations/rehabilitation must meet the *Secretary of Interior's Standards for Rehabilitation*.**  
<http://www.historicspokane.org/design-review#standards>

The types of activities that are not eligible under this facade program include, but are not limited to, the following:

- New construction
- Property acquisition
- Interior improvements
- Flat or sloped roof repair and/or replacement not visible from the public right-of-way
- Machinery and equipment
- Interior furniture and fixtures

**PROJECT PROCEDURES:**

The following describes the procedural steps necessary to secure a Historic Preservation Facade Improvement Grant.

1. **Contact SHPO Staff:** Before submitting an application, the applicant should contact the SHPO to discuss the proposed project and whether or not it is eligible for the Historic Preservation Facade Improvement Grant Program.
2. **Application Submittal:** The applicant will complete a Historic Preservation Facade Improvement Grant Program Application and submit it to the SHPO. Applications must be received by April 1st for work planned during that calendar year. The application must include photographs of the facade and estimates for the proposed work. Completed applications will be time-dated and processed in order of receipt. The SHPO will not consider any application with incomplete or missing information. The SHPO will provide a ranked list of projects to SHLC for final review and decision.

3. **Final Review:** The Spokane Historic Landmarks Commission (SHLC) will review each project's application to determine if it meets the criteria and objectives of the Historic Preservation Facade Improvement Grant Program. Grants will be awarded based on the following criteria: project description, impact of funding, project objectives, schedule for project completion, and overall quality of the application. If the applicant's project is selected for funding by the SHLC, the applicant will be notified and a Grant Agreement Contract will be signed between the applicant and the SHPO.
4. **Certificate of Appropriateness (COA) and Scope of Work:** Within forty-five (45) days of acceptance of the project, the applicant will submit a COA Application for the proposed work. During the same period the SHPO will prepare a contract and scope of work.
5. **NO WORK CAN BEGIN ON PROJECT UNTIL THE GRANT AGREEMENT CONTRACT IS PROPERLY EXECUTED.**
6. **Rehabilitation Monitoring:** The SHPO will monitor the approved scope of work to assure compliance with the Grant Agreement.
7. **Final Inspection:** After the contractor has completed the rehabilitation, the applicant must submit a completion packet with supporting documentation including: progress photographs, completion photographs, a spreadsheet of costs, and paid invoices for all completed work. (Please use attached cover sheet for completion packet.) After receiving all documentation, final inspection of the work will be made by the Design Review Committee of the SHLC.
8. **Final Approval by SHLC:** After the site visit is complete, the findings of fact will be presented to the SHLC and a final approval will be given for completion of the project. The grant payment will be issued within 30 days of approval. If the work is not completed as per the specifications, the grant will be withheld until all work is satisfactorily completed.

#### **PROJECT COMPLIANCE:**

The Applicant for the Historic Preservation Facade Improvement Grant Program is advised of the following Program Compliance requirements:

1. **Eligible Structures:** Only properties listed on the Spokane Register of Historic Places and located within the City of Spokane are eligible to apply for the Historic Preservation Facade Improvement Grant Program. No exceptions to this requirement are available.
2. **Codes and Ordinances:** All work must comply with applicable codes of the City of Spokane.
3. **Project Documentation:** Applicants must collect and retain documentation of the project to include: pre-project photographs, progress photographs, completion photographs, a spreadsheet of costs, and paid invoices for all work completed.

#### **EQUAL OPPORTUNITY:**

All Applicants for financial assistance shall be given equal consideration and no person shall be excluded from participation, denied program benefits or discriminated against because of race, color, religion, gender, ancestry, national origin or handicap.

**THE HISTORIC PRESERVATION FACADE IMPROVEMENT GRANT PROGRAM IS SUBJECT TO ALL LOCAL, STATE AND FEDERAL LAWS, WHEN APPLICABLE.**



# Spokane Historic Preservation Façade Improvement Grant Application



Primary Contact Information			
Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:	Primary Contact Address:
Primary Contact is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Registered Agent			
Checklist			
Attachments: <input type="checkbox"/> Copy of conceptual drawing of proposed work if applicable <input type="checkbox"/> Two or more photos of building can be emailed to <a href="mailto:preservation@spokanecity.org">preservation@spokanecity.org</a> <input type="checkbox"/> Copies of estimate or bid from licensed contractor(s) detailing all work items and costs			
Property Information			
Historic Name of Property:		Commercial or Residential?	
Property Address:		Date listed on the Spokane Register of Historic Places:	
Year Constructed:		Current Use of Property:	
Owner's Name:		Owner's Phone Number:	
Owner's Address:		Owner's Mailing Address:	
Owner's Email Address:		Number of Years Property Owned:	
Supplemental Questions			
Do the proposed façade improvements meet the eligibility criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Eligible Types of Façade Rehabilitation in Historic Preservation Façade Improvement Grant Program – Program Information.	
Have you applied for Special Valuation for this property in the past, or is the property currently receiving Special Valuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Special Valuation is a historic preservation incentive offered to historic property owners in the city.	
This grant program provides reimbursement for eligible expenses. Does the applicant have a plan to finance the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:	
Project Information			
Please provide a detailed description of the proposed rehabilitation. Attach additional pages for continued description if needed.			

What would be the impact if the applicant did not receive grant funding for this project?	
Please provide a tentative schedule for project completion.	
Estimated Project Completion Date: _____	
<b>Funding and Contractor Information</b>	
Grant Amount Requested: _____	Total Estimated Cost of the Project: _____
Contractor Providing Estimates: _____	Contractor's License Number: _____
Contractor's Phone Number: _____	Contractor's Email Address: _____
Note: Proof of payment (invoices, receipts, etc.) is required after project is complete to receive grant funding	
<b>Signatures</b>	
Signature of Applicant: _____ Date: _____	
Printed Name of Applicant: _____	
Signature of Property Owner (Required If Different from Applicant): _____ Date: _____	
Printed Name of Property Owner: _____	

Grants will be awarded based on the following criteria: project description, impact of funding, project objectives, schedule for project completion, and overall quality of the application. Information on this program can be found in Historic Preservation Façade Improvement Grant Program – Program Information. For questions regarding this program, please contact Logan Camporeale at (509) 625-6634 or [preservation@spokanecity.org](mailto:preservation@spokanecity.org).

**Applications must be submitted by April 1<sup>st</sup> for projects proposed in that calendar year.**

**Submission Options:**

#1: Email completed applications along with drawings/plans to: [preservation@spokanecity.org](mailto:preservation@spokanecity.org)

#2: Drop off in person:

City Hall, 3<sup>rd</sup> Floor, Planning & Development Services Receptionist  
 808 W. Spokane Falls Blvd  
 Spokane, WA 99201

**For Office Use Only:**

Date Application Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_

# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS FOR THE SPOKANE REGISTER OF HISTORIC PLACES

Please include *all* of the following information with your application. Insufficient application materials will result in a delay in processing of your application. Payment must be filed with the Certificate of Appropriateness. If you have any questions regarding application requirements or management standards for properties listed on the Spokane Register of Historic Places, please call the Historic Preservation Officer at 509.625.6300.

## PART 1: PROPERTY INFORMATION

Building/Property Name \_\_\_\_\_

Building/Property Address \_\_\_\_\_

Property Owner's Name (printed) \_\_\_\_\_

Property Owner's Address \_\_\_\_\_ zip code \_\_\_\_\_

Property Owner's Phone \_\_\_\_\_

Email \_\_\_\_\_

## PART 2: TYPE OF WORK FOR WHICH COA IS BEING REQUESTED Mark all that apply.

- ☐ Exterior remodeling
- ☐ Change of exterior color
- ☐ New construction (an addition or a new building)
- ☐ Roof Replacement: \_\_\_like for like OR \_\_\_new type (ie: cedar shake to composition)
- ☐ Demolition
- ☐ Window replacement
- ☐ Changes to an existing porch or new porch
- ☐ Other: please describe \_\_\_\_\_

Estimated cost of proposed work \$ \_\_\_\_\_

## PART 3: APPLICATION CHECKLIST

You may be required to provide the following information.

- ☐ General overview of project, including quantities and dimensions of elements
- ☐ List of features to be removed, replaced or added
- ☐ Site plan/location map and scale elevations (for any additions or new construction)\*
- ☐ Details of method(s) of attachment for signs, awnings and canopies\*
- ☐ Color photographs of existing conditions. Please provide digitally.
- ☐ True color paint and/or finish samples (for change of exterior color)\*

\* if applicable



SPOKANE CITY-COUNTY HISTORIC PRESERVATION OFFICE

808 W. Spokane Falls Blvd.

Spokane, Washington 99201

Phone (509) 625-6300

Fax (509) 625-6013

Email: [preservation@spokaneicty.org](mailto:preservation@spokaneicty.org)

[www.historicspokane.org](http://www.historicspokane.org)



#### PART 4: PROJECT NARRATIVE AND DESCRIPTION

Please use the space below to describe the project. Attach additional pages if necessary. All proposed changes must be included in this description. Please see APPLICATION CHECKLIST (previous page).

I hereby certify that I am the owner of the property or that the proposed work is authorized by the owner of record and I have been authorized by the owner to make this application as his/her authorized agent.

Many certificates can be approved by staff within a few working days; however, some are referred to the Landmarks Commission for review. If the application is referred to the Commission, I understand that a public hearing notice will be published. The Commission meets the third Wednesday of every month in the Briefing Center, City Hall, 808 W. Spokane Falls Blvd, at a time to be determined. The completed application must be submitted no later than 21 days prior to the scheduled meeting. Once a Certificate of Appropriateness is obtained, it may be necessary to apply for a building or zoning permit.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner or Authorized Agent

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#### FOR OFFICE USE ONLY

The Historic Preservation Officer and/or the Landmarks Commission have reviewed the Certificate of Appropriateness and recommend, in conformance with Spokane Municipal Code Chapter 17D.040 and Spokane County Code 1.48:

- ☐ Preliminary Approval of Certificate of Appropriateness
- ☐ Final Approval of Certificate of Appropriateness
- ☐ Denial of Certificate of Appropriateness

Historic Preservation Officer \_\_\_\_\_ Date \_\_\_\_\_



#### SPOKANE CITY-COUNTY HISTORIC PRESERVATION OFFICE

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Email: [preservation@spokaneicty.org](mailto:preservation@spokaneicty.org)  
[www.historicspokane.org](http://www.historicspokane.org)



## PART 5: INSTRUCTIONS

### **STEPS FOR SUBMITTING APPLICATIONS**

1. **Application:** The application for a Certificate of Appropriateness may be obtained from the Historic Preservation Office, City Hall, 808 W. Spokane Falls Blvd., (509) 625-6300 or can be found online at [www.historicspokane.org](http://www.historicspokane.org)

2. **Receipt of Request:** Complete and return the application with payment made out to the City of Spokane. A request will then be made to the [Landmarks Commission](#) for design review of the proposed action, if deemed necessary by the Historic Preservation Officer. The application must be submitted at least 21 days prior to the Landmarks Commission's next scheduled meeting (by the last Wednesday of the month prior to the desired Commission meeting). Commission staff will transmit copies of the request and any supplemental information to the Landmarks Commission members, the property owner(s) or applicant, and interested parties of record, 14 days prior to the next scheduled meeting of the Landmarks Commission.

3. **Landmarks Commission Review:** At its next scheduled meeting, the [Landmarks Commission](#) shall review the request and decide whether to issue a Certificate of Appropriateness.

**PLEASE NOTE:** Commission Meetings are held on the third Wednesday of each month at 3:00 p.m., unless otherwise noted, in the Council Briefing Center, Lower Level, City Hall.  
For the current meeting date and agenda, visit [www.historicspokane.org](http://www.historicspokane.org).

4. **Application Fees (contact office for appropriate fee):**
- a) \$25.00 - Administrative Review of a Certificate of Appropriateness application
  - b) \$75.00 - Public Hearing/Landmarks Commission Review of a Certificate of Appropriateness application

Should the request for a Certificate of Appropriateness be denied, the owner(s) have the right to arbitration as set forth in Spokane Municipal Code Chapter SMC 17D.100.270 and Spokane County Code 1.48. In unusual or complex cases, the owner(s), Commission, or the Historic Preservation Officer may request that specific [negotiated management standards](#) be developed for modifications to particular properties.

**Submit** the completed application and application fee (payable to City of Spokane) to:

Spokane City-County Historic Preservation Office  
City Hall, Third Floor  
808 W. Spokane Falls Boulevard  
Spokane, Washington 99201  
Phone: 509.625.6300  
Fax: 509.625.6013  
Email: [preservation@spokanecity.org](mailto:preservation@spokanecity.org)



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Spokane Historic Preservation Office  
**Historic Preservation Facade Improvement Grant Program**  
Project Completion Packet

# COVER SHEET

Historic Name of Property:

Property Address:

Applicant Name:

Project Completion Packet must include:

- One paragraph description of completed work
- Progress photographs
- Completion photographs
- Spreadsheet of costs
- Paid invoices and/or receipts for all completed work