



Historic District Sign Grant Program

***Preserving the Character and Design of
Killeen's Historic Business District***

Introduction

The Historic District Sign Grant Program is established to encourage unique, quality signs in Killeen's historic business district. Any commercial property within Killeen's Historic Overlay District is eligible for sign grant funds.

The Sign Grant Program is designed to promote creativity and cohesiveness in the Historic District. It is the City of Killeen's goal to encourage creative, unique signage that is appropriately sized and is compatible with the architectural details of historic buildings. This is a completely voluntary program, designed to help you afford attractive and appealing new signs.

Because signage serves such an important functional task for businesses and an aesthetic function for the downtown, careful consideration should be given to the size, shape, placements, materials, and graphics of new signs. Signage projects that receive grants must comply with the established Historic District Design Guidelines and the Historic Overlay District standards and be approved by the City of Killeen.

The City of Killeen Sign Grant Program is a single payment reimbursement to property owners and tenants per building/business on a 50/50 matching basis with a cap of \$800 per grant.

Application Instructions

Applicants should review the program guidelines, submit the Application with required documents, and follow the application process steps enclosed in this application packet.

Prior to initiating any work, complete the accompanying Historic District Sign Application, attach the required supporting documents, and submit to City of Killeen Planning and Development Services—Sign Grant Program, 200 E. Avenue D, 2nd floor, Killeen, Texas 76541 [City Annex Building] or mail to City of Killeen Planning and Development Services—Sign Grant Program, P.O. Box 1329, Killeen, TX 76540-1329.

If you have any questions, please contact the City of Killeen Planning Department at (254)501-7630.

**City of Killeen Planning & Development Services
200 East Avenue D, 2nd Floor
Killeen, TX 76540-1329
Phone: (254) 501-7641**

PROGRAM GUIDELINES & REQUIREMENTS

Grant Match. Grants are awarded on a 50/50 matching basis in an amount not to exceed \$800 per application.

Sign Design. Applicants receiving the grant must have a sign design that conforms to the Historic District Design Guidelines, Historic Overlay District standards, and Municipal Code and Ordinances.

City Permit & Approval. The applicant is required to obtain all applicable City permits and City approvals required for posting a new sign prior to the commencement of any work.

No Prior Obligations. Applicants must have all property (real and personal) taxes and utilities obligations to the City paid in full to date.

Leaseholders. Applicants leasing their space must provide a notarized letter with permission from the building owner to apply for the sign grant. The letter must indicate an awareness of the rules and requirements of the program.

Grants Per Applicant. Only one grant will be awarded to an applicant each Fiscal Year (October 1 to September 30). Priority will be given to applicants who have not yet received a sign grant.

Inspection. The City of Killeen Planning and Development Services Department [including Code Enforcement] will inspect the project site [interior/exterior] for code compliance and will also inspect the work performed by the sign contractor, as required by State or local building codes and/or ordinances, at the completion of the project. These inspections will ensure compliance with all components of the Sign Grant Program.

Cost Evaluation. The Heritage Preservation Officer or Heritage Preservation Board will examine the total cost of any proposed sign to ensure that the sign grant is being used appropriately.

Sign Maintenance. Grant recipients will agree to properly maintain the new sign at all times. Grant funds must be replaced if the terms of the grant are not satisfied.

Building Vacancy. Upon vacancy of a building, any applicant (owner/leaseholder) must remove the grant-awarded sign from the building.

Eligible Properties, Applicants & Geographic Location

Eligible properties for this program are limited to a commercial building located within the City of Killeen Historic Overlay District.; All Applicants for this program must be:

- 1) The property owner of an income-generating commercial business within the Historic Overlay District [as identified in the Downtown Historic District Map]; or
- 2) The leaseholder/tenant with a valid lease, and written notarized consent from the property owner granting permission for the leaseholder/tenant to apply for the sign grant program.

No application will be accepted for any property or commercial business that has unresolved code enforcement violations, citations, or otherwise; nor for any property owner or lessee/tenant of a commercial building that is in arrears in the payment of property taxes, special assessments, utilities, or other liabilities due to the city.

Historic Overlay District Map



Date: 01/12/2008

Downtown Historic District

200' Buffer for Notifications



CITY OF KILLEEN
PLANNING/MAPPING
P.O. BOX 1329
KILLEEN, TEXAS, 76540-1329

Eligible Signs & Cost



Signs are an important element in defining character of the streetscape. -Killeen Historic District Design Guidelines

The minimum standards of signs in the downtown Historic Overlay District require compliance with the: Historic District Design Guidelines; History Overlay District Standards, and City Municipal Code and Ordinances.

Sign grants will not be provided for any internally lit panel sign or standard corporate franchise sign.

Eligible costs associated with the sign will include those costs directly attributable to the removal of an existing, dilapidated, and/or non-conforming sign and the design, fabrication, and installation of a new conforming sign.

The Historic District Design Guidelines and the Historic Overlay District Standards are available in the Planning and Development Services Department or via the internet at the City of Killeen website.

Approval Criteria

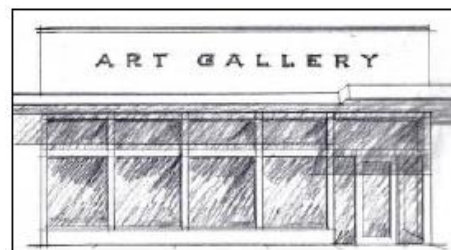
Approval of applications shall be based on the funds available with the highest priority given to applications in Category 1, and then in descending order with applications in Category 3 having the lowest priority. Signs will be awarded on a first-come, first-served basis with the following criteria prioritization applied when multiple applications have been submitted simultaneously.

The Heritage Preservation Officer and, in some instances, the Heritage Preservation Board use discretion in awarding these sign grants and have the right not to approve any application.

Category 1. Dilapidated or Non-Conforming Sign Removal and Replacement. The removal and replacement of non-conforming, worn out, rusted, broken and poorly maintained signs.

Category 2. Other signs. New signs or conforming sign whose owners wish to upgrade the appearance and/or style of the sign.

Category 3. Previous Recipients. Businesses who have already received a City of Killeen sign grant in the past.



Application Process

The application process is designed to ensure that a grant-awarded sign is appropriately sized and complements the historic character of the building; the owner/leaseholder fund contribution; the City's fund contribution; and most importantly, the preservation of Killeen's historic downtown.

The following instructions will guide you through the Historic District Sign Grant Program (HDSG) process:

1. **Complete the HDSG Application** (attached) and include the following required items:
 - a. Sign design with all specifications (description of materials, size, etc.)
 - b. Minimum of two (2) - preferably three (3) sign contractor estimates meeting the requirements listed on the application.
 - c. Leaseholders shall include a written notarized consent from the property owner granting permission for the tenant to apply for the HDSG program.

2. Contact the Planning and Development Services Department at 254.501.7630 and **request a Sign Grant Consultation meeting.**

At this meeting, you will meet with the Heritage Preservation Officer (HPO) to discuss your sign and submit your HDSG Application and required items. The HPO will conduct a review of the application form, submitted items and issue approval or request revisions to the sign type, materials, etc. The HPO will also determine whether further review and consideration by the Heritage Preservation Board (HPB) is necessary. **All HDSG Applications must be approved and a permit must be issued prior to the initiation of any work—including construction and installation of the sign.**

3. Upon approval of the HDSG Application, the HPO or HPB will issue a Historic District Sign Grant Program funding commitment letter (If you have not received a specific letter from the Planning and Development Services Department, your sign is not approved for funding or determined to be out of compliance with the City's design standards).
4. Obtain an "Application for On-Premises Sign Permit" from the Building and Development Services Department (located in City Hall, 101 North College Street) or via the internet at <http://www.ci.killeen.tx.us/index.php?section=143>. Complete and submit the permit application to the Building and Development Services Department. The Permits and Inspections Department will notify you at such time the sign permit receives approval.
5. Arrange for sign construction and installation after receiving the HDSG funding commitment letter and On-Premises Sign Permit. **Any changes to the approved sign design, material or other considerations must be approved by the HPO in advance, in writing, or the City may withdraw the funding commitment and disqualify the applicant.**

6. After sign installation, notify the Planning and Development Services Department that the sign construction and installation is complete and submit proof of payment through a paid receipt from the contractor—include copies of cancelled checks and/or credit card receipts; this begins the process of reimbursement to the applicant. Approved sign grant funds are available to the applicant for six (6) months after grant approval. If no request for payment has been received following this period, the applicant forfeits any claim to the grant and may not reapply for a period of one (1) year.
7. Processing and reimbursement to the applicant will begin upon submittal of the paid receipt(s) for the sign and inspection by the Planning and Development Services Department to verify that the sign is consistent with the approved sign grant application plans and is in full compliance with the permit.

No grant will be awarded for work that is in progress, already completed; or is part of another City funded downtown program.

APPEAL PROCESS— The applicant may appeal a decision of the HPO and/or the HPB through a request for review and decision by the Killeen City Council. A HDSG Program application appeal settled through City Council action will be deemed final with no further contest from the applicant.



Historic District Sign Grant Application

APPLICANT INFORMATION

Applicant's Name: _____ Date: _____
 Business Name: _____
 Building Address: _____ Legal Address: _____
 Business Phone Number: _____ Email: _____

BUILDING OWNER INFORMATION Same as Applicant

Building Owner: _____
 Building Owner's Address: _____
 Building Owner's Phone Number: _____ Email: _____

ATTACH THE FOLLOWING REQUIRED DOCUMENTS

- Sign Design with all Specifications.** Includes the total size and dimensions, colors, materials & location of sign on building
- Sign Contractor Estimates (a minimum of two)**

(1) Contractor's Name _____ Cost Estimate \$ _____
 (2) Contractor's Name _____ Cost Estimate \$ _____
 (3) Contractor's Name _____ Cost Estimate \$ _____

Estimate submitted by an applicant must be current and dated no earlier than thirty (30) days prior to the Application request. Estimates shall be submitted on the contractor's or project architect's letterhead and shall contain the contractors name, address, and telephone number.

- Leaseholders include Written Notarized Consent from Property Owner**— granting permission for the leaseholder/tenant to apply for the Historic District Sign Grant program

Total Grant Amount Requested: \$ _____ Total Investment by Applicant: \$ _____

The Undersigned Applicant Affirms and Understands that:

- a) The information submitted herein is true and accurate to the best of my knowledge.
- b) I have read and understand the City of Killeen's Sign Grant Program Guidelines and the Historic District Design Guidelines and agree to abide by these conditions.
- c) I understand that receipt of a Sign Grant Funding Commitment Letter from the City of Killeen does not constitute application or approval for a City of Killeen sign permit.
- d) I understand that the proposed sign cannot be installed until the Heritage Preservation Officer (HPO) and/or Heritage Preservation Board (HPB) acts upon this Historic District Sign Grant Program application.
- e) I understand that any changes made to the approved Sign without the written approval of the HPO or HPB will be cause for the City of Killeen to withdraw its funding commitment.
- f) I understand that once the new signage is installed, it must be properly maintained at all times.

 Applicant's Signature Date: _____

Submit the completed application with required items to:
City of Killeen, Planning and Development Services, 200 East Avenue D, 2nd Floor
 Please call 254-501-7630 if you have any questions.

STAFF USE ONLY

HPO Approval _____ defer to HPB _____ HPB decision _____ Notification to Applicant _____
 HDSGP Fund Commitment Letter _____ Sign Permit Issued _____ Reimbursement /Inspection request _____