



# Business Revitalization Zero-Interest Loan Program Eligibility Criteria

*Please read this document carefully before completing the  
Business Revitalization Zero-Interest Loan Program Application.*

## **Introduction**

This loan program provides incentives to stimulate visible reinvestment in City of Brillion businesses. Property owners are encouraged to consider improvements that incorporate the surrounding community. These improvements should create a cohesive, inviting environment. The program provides dollars for actual project costs, up to \$8,000 per property address, to commercial property owners and/or merchants for exterior building and site improvements. Priority will be given to façade restoration projects. Approved projects will be funded on a first-come, first-served basis until all funds are expended. The possibility exists that a loan pool set up by the local banking establishments may become available for participants to use within the Program.

## **Eligibility**

*Note: The City of Brillion reserves the right to waive any of the items listed below.*

1. All work must be done on the exterior of the building/property and result in a publicly visible improvement.
2. All work done must be in accordance with the City of Brillion Code of Ordinances and all required permits must be obtained. Work must include the correction of any known exterior building code violations.
3. Work in progress or performed prior to project approval will not be eligible for funding.
4. Funds may be used for, but are limited to the following uses: exterior building materials, paint, awnings, windows, doors, landscaping, fencing, lighting or signs. Other uses may also be eligible if prior approval is granted by the City of Brillion.
5. Signs are eligible for this program, but must not amount to more than 50 percent of the total project expenditure.
6. The following types of property are not eligible:
  - Tax delinquent
  - Special assessment delinquent
  - Property litigation
  - Property in condemnation or receivership
  - Property owned by religious groups
  - Exclusively residential buildings
  - Property considered non-conforming to the City's Code of Ordinances.

## **Project Approval Guidelines**

1. Program oversight is delegated to the City Administrator and/or Public Works Director. All loan applications will be reviewed and recommended for approval based on the following guidelines:

2. A project application will only be reviewed if it is filled out completely and accompanied by photographs illustrating the affected building/s and property.
3. Multiple property owners must submit separate applications for each tax parcel.
4. Any business owner under a lease who submits an application must obtain and provide written consent of the property owner.
5. Preference will be given to projects which:
  - Will positively contribute to the City’s revitalization effort
  - Will eliminate blighting influence
  - Will result in a viable improvement that would not be made otherwise
  - Ratio of private investment to public investment (to be determined by committee)
6. Property/project is determined to have “no significant impact” based on an environmental review prepared by the City of Brillion.
7. Project must be completed within 120 days from the date of official project approval. The project time frame will be broken out in two (2) separate phases.

Phase #1	Design and bid	45 days
Phase #2	Construction	75 days

Requests for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

**Property Owner Requirements**

Upon the official approval of your project, you will play an important role in a partnership that includes the City of Brillion. The building owner/applicant must provide design drawings, material specifications, and a cost estimate for the project. The applicant must also provide evidence of additional financing to complete the project. Below are items that will be required as part of the application process:

1. A program informational meeting with the City Administrator and/or Public Works Director is required to outline the entire project procedure.
2. Property owners must attend various Business Revitalization Zero-Interest Loan Committee meetings to review the project, along with the applicant and contractor (if applicable) to expedite various stages of the project.
3. The property owner must sign an Owner Satisfaction Form when the work has been done to their approval and obtain a lien waver from the contractor upon payment and completion. Photographs of the completed project shall be provided to committee upon completion for the project file.
4. All work to be done on the project shall be the sole responsibility of the property owner. The City of Brillion administers the loan program and the City is not responsible for any work undertaken under the loan. The owner hereby holds the City harmless for any and all liability commencing out of any work paid for the by the loan herein.

***Note : If work is to be performed by the owner, funds will only be provided for materials.***