

**PLYMOUTH REDEVELOPMENT AUTHORITY
SIGN AND FAÇADE GRANT PROGRAM**

Step 1

Contact the Plymouth Redevelopment Authority (RDA) representative Lee Gentine at 920-627-0252 by phone or email leegentine@wi.rr.com, to process all documents in an appropriate and timely manner. Documents may be dropped off or mailed to Plymouth City Hall, Attn: RDA, P.O. Box 107, 128 Smith Street, Plymouth, WI 53073. The RDA typically meets the first Thursday of the month at 7:30 am and will review the grant request at that time on a rolling basis subject to availability of funds.

Step 2

Prepare the following materials for submission. This material must be submitted for approval NO less than 45 days prior to the start of work.

1. Blueprints, drawings or a rendering of the planned sign and/or façade work.
2. List of materials to be used for the signage/façade work.
3. Detailed breakdown of proposed cost of the work upon completion.

Step 3

Once all material is submitted to the RDA and validation eligibility for said grant is confirmed, a meeting will be scheduled with the RDA or a subcommittee of the RDA. At this meeting the Committee member will confirm eligibility and may offer suggestions and/or guidelines for the planned work. **A final approval of the plans by the Redevelopment Authority will be necessary in order to apply for the grant.**

Step 4

Complete the approved signage or façade work. Be sure to keep all invoices, as copies will be needed by the committee in order to verify completion of the work.

Step 5

Complete the Reimbursement Application and return it with copies of all invoices and a color photo of the completed sign/façade work to RDA, C/O City Clerk-Treasure's Office.

Mailing address: PO Box 107, Plymouth, WI 53703. Or drop them off at RDA, 128 Smith Street, Plymouth.

Should there be any additional questions feel free to contact Lee Gentine at the contact information in paragraph 1.

PLYMOUTH REDEVELOPMENT AUTHORITY
FAÇADE IMPROVEMENT GRANT

Please provide the following information for the committee to review. Once your application is complete, someone will contact you to set up a time to review your proposed façade improvement. ***The following information must be provided a minimum of 45 days prior to improvements are begun.*** Qualified façade improvements are eligible for **50% of the total cost up to a maximum of \$1,000.**

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____

Email: _____

- What is the scope of the project?

- Attach **color** renderings of the proposed project.

- Attach estimates from two professional providers of service. This is for RDA budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that must be provided after the project is completed.

- Proposed completion date: _____

APPLICATION STEPS

- As part of the commitment to Downtown Plymouth the RDA offers limited design services that are FREE of charge. Services assist through the design process while keeping the overall style, colors and image of Historic Downtown Plymouth in mind.

- Complete the form and return it to the Redevelopment Authority through Lee Gentine or the City Clerk-Treasures office.

- Complete and return the final form with copies of all receipts attached.

- Grants will be dispersed in a timely manner. Payment will be sent to the address on this form, unless other arrangements are made.

Office Use Only:

Received Date: _____

Approval Date: _____

Amount Approved: _____

Date Reimbursed: _____

PLYMOUTH REDEVELOPMENT AUTHORITY
SIGNAGE IMPROVEMENT GRANT

Please provide the following information for the committee to review. Once your application is received, you will be contacted to schedule a time to review your proposed signage improvement. **The following information must be provided a minimum of 45 days prior to the sign being ordered.** Qualified signage grants are eligible for **50% of the total cost up to a maximum of \$250.**

Business Name: _____

Business Address: _____

Contact Person: _____

Phone: _____ Email: _____

- What material will the sign be made of?
- What are the dimensions of the proposed sign?
 - Height: _____
 - Width: _____
 - Depth: _____
- Will the sign be lit: _____ If so, how? _____
- Please attach **color** renderings of the proposed sign.
- Please attach estimates from two professional sources. This is for RDA budgeting purposes only. Your final grant will be based on the actual costs according to the receipts that provide after the project is complete.
- Proposed completion date: _____

APPLICATION STEPS

- As part of the commitment to Downtown Plymouth the RDA offers limited design services that are FREE of charge. Services assist through the design process while keeping the overall style, colors and image of Historic Downtown Plymouth in mind.
- Complete the form and return it to the Redevelopment Authority through Lee Gentine or the City Clerk-Treasures office.
- Complete and return the final form with copies of all receipts attached.
- Grants will be dispersed in a timely manner. Payment will be sent to the address on this form, unless other arrangements are made.

Office Use Only:

Received Date: _____

Approval Date: _____

Amount Approved: _____

Date Reimbursed: _____