



CHRISTINE F. UPTON, CMC  
CITY CLERK

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**MUNICIPAL ORDER**

**45-2008**

**September 2, 2008**

This Municipal Order amends Municipal Order 76-2007 pertaining to the Downtown Hopkinsville 50/50 Matching Grant Incentive Program.

Upon recommendation from the Inner-City Advisory Committee, Hopkinsville City Council hereby authorizes the implementation of the attached amended Downtown Hopkinsville 50/50 Matching Grant Incentive Program to encourage and assist with the revitalization of the Hopkinsville Downtown Renaissance District.

Funding for the Downtown Hopkinsville 50/50 Matching Grant Incentive Program will be taken from the 2007-2008 FY ICREZ Budget as adopted by Municipal Order 50-2007. Specific line items that will be utilized for the Downtown Hopkinsville 50/50 Matching Grant Incentive Program include the following:

"Lending Technical Advisory Group"	\$25,000.00
"Other"	<u>\$25,000.00</u>
TOTAL:	\$50,000.00

Additional funding for the Downtown Hopkinsville 50/50 Matching Grant Incentive Program will be taken from the 2008-2009 FY ICREZ Budget as adopted by Municipal Order 43-2008. The specific line item utilized for this Program will be "50/50 Matching Grant" in the amount of \$50,000.00.

PASSED AND APPROVED THIS 2<sup>nd</sup> DAY OF September 2008.

ATTEST: Wende Aldridge  
Wende Aldridge, CKMC  
Assistant City Clerk

# Downtown Hopkinsville 50/50 Matching Grant Incentive Program Packet

- Section I: 50/50 Matching Grant Incentive Application Process
- Section II: 50/50 Matching Grant Incentive Program Policies and Procedures
- Section III: 50/50 Matching Grant Incentive Application
- Section IV: *Technical Assistance Funding Request*
- Section V: Project Evaluation and Scoring Sheet
- Section VI: Project Completion Package

Program Designed by:  
Inner-City Residential Enterprise Zone  
and  
Downtown Renaissance District

Program Administered by:  
Christian County/Hopkinsville Development Corporation  
and  
Downtown Renaissance District

101 North Main Street  
Hopkinsville, KY 42240  
[www.hopkinsvilleky.us](http://www.hopkinsvilleky.us)  
Revised on August 22, 2008

**SECTION I**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program**  
**APPLICATION PROCESS**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

**Introduction**

The 50/50 Matching Grant Incentive Program is designed to assist property owners/tenants with making exterior improvements to their buildings, opening new businesses and/or converting the upper floors of their properties for residential use by providing matching grant funds in the amount of 50% of their total project cost, not to exceed specific Tiering amounts as outlined under the “Basic Eligibility Requirements” section. The 50/50 Matching Grant Incentive Program is available on a reimbursement basis; therefore, applicants are responsible for financing the cost of their project and seeking reimbursement after project completion. The property owner/tenant will submit documentation of their expenses for the total project requesting reimbursement of 50% of the total project cost, not to exceed \$5,000, \$7,500 or \$10,000 \$10,000, \$15,000 or \$20,000 in matching grant funds depending upon which Tier they are deemed eligible. This grant is funded through the Inner-City Residential Enterprise Zone (ICREZ) program and is contingent upon the availability of ICREZ funds.

**Program Boundaries**

The 50/50 Matching Grant Incentive Program is offered to encourage development and redevelopment projects along the main thoroughfares of Hopkinsville’s Downtown Renaissance District, i.e. 9<sup>th</sup> Street and Main Street. The specific boundaries within the Downtown Renaissance District for which the 50/50 Matching Grant Incentive Program is available include the Heart of Downtown District and the Downtown Gateway District. The Heart of Downtown District is generally described as being bound on the north by 4<sup>th</sup> Street, on the south by 14<sup>th</sup> Street, on the west by Riverfront Drive/Bethel Street, and on the east by South Virginia Street. The Downtown Gateway District is generally described as being bound on the north by 8<sup>th</sup> Street, on the south by 10<sup>th</sup> Street, on the west by South Virginia Street, and on the east by South Campbell Street (please see attached map).

**Basic Eligibility Requirements**

To be eligible for the 50/50 Matching Grant Incentive Program, the applicant's project must be located within the Heart of Downtown District or the Downtown Gateway District boundaries and must be a use that complies with all applicable city and state ordinances and regulations. All applicants will be responsible for financing the cost of their project and seeking reimbursement after project completion based upon the Tiering amounts outlined later in this section. Eligible expenditures and examples of projects include, but are not limited to, the following:

- Façade Improvements
  - Awnings: Including materials, frame, display and installation
  - Exterior walls & surfaces: Performing repair work due to deterioration; cleaning, painting and labor costs associated with this type of work
  - Windows: Including replacements, repairs, installation, and insulation
  - Signage: Purchasing and installing new signage and repairing and/or illumination existing signage
  - Storefront improvements: Consists of restoring the storefront to its original state including bulkheads, display windows, structural supports, entrances, transoms, and storefront cornice.
  - Correction of non-compliant conditions (code violations)
  
- Streetscape Improvements
  - Performing sidewalk repair and/or replacement
  - Purchase and installation of historic lighting
  - Purchase and installation of landscaping materials
  - Purchase and installation of trash receptacles and/or benches
  
- Business Start-up:
  - Financial assistance with the acquisition of a building
  - Financial assistance with establishing an inventory
  - Other incidental expense such as interior renovation expenses
  
- Upper Story Residential Improvements
  - Conversion of 2<sup>nd</sup> and/or 3<sup>rd</sup> floors for residential use

The 50/50 Matching Grant Incentive Program is available for all commercial and residential properties located in the Heart of Downtown District and the Downtown Gateway District.

To be considered for the 50/50 Matching Grant Incentive Program, all development work and land uses shall be subject to compliance with all applicable city and state ordinances and regulations including, but not limited to, the Hopkinsville Zoning Ordinance, the Kentucky Building Code, and the ~~Historic Preservation Ordinance and Design Guidelines~~ *Renaissance Design Standards* adopted for the Downtown Renaissance District. All exterior work associated with the 50/50 Matching Grant Incentive Program is subject to

review and approval of the Renaissance Design Review Board (RDRB). Technical assistance will be made available to all applicants seeking either the 50/50 Matching Grant Incentive Program or Federal and State Historic Tax Credits or Low Income Housing Tax Credits. Said technical assistance will be in the form of staff support offered by the Downtown Renaissance District office, the Christian County/Hopkinsville Development Corporation, and the Hopkinsville-Christian County Planning Commission.

In instances where work proposed by the applicant involves compliance with the Renaissance Design Standards adopted for the Downtown Renaissance District and/or in instances where applicants choose to pursue Federal and/or State Historic Tax Credits, funds will be made available for seeking technical assistance from a licensed architect or other qualified professional to complete the application packets and/or make recommendations regarding architectural drawings, plans and specifications. Said funds will be limited to a maximum of \$500 per application/project and will be paid upon the applicant providing an invoice documenting actual expenses, billed at an hourly rate. Technical assistance funds will be made available through the Inner-City Residential Enterprise Zone (ICREZ) program and are contingent upon the availability of ICREZ funds.

The 50/50 Matching Grant Incentive Program will be made available to renter/tenants if the property owner provides a Letter of Consent authorizing the work to be performed. The current renter/tenant must have been leasing/renting the property stated in the application for a period of at least six (6) months prior to the date of application. Therefore, renters/tenants are not eligible for seeking financial assistance under this program for business start-up projects.

The property owner shall sign a Memorandum of Agreement with the Christian County/Hopkinsville Development Corporation prior to the start of construction indicating that a mortgage/restrictive covenant will be placed upon the property at project completion in the amount of monetary assistance provide under this program. The mortgage/restrictive covenant shall be for five (5) years and will be filed at the Christian County Court Clerk's office. The terms of the mortgage/restrictive covenant shall provide that a pro-rated amount will be forgiven, based on the monetary assistance provided under this program, incrementally over a five (5) year period beginning with the date of final inspection. At any time during the five (5) year period should the owner sell the property or fail to comply with the terms and conditions of pursuing residential development of upper floor(s), the remaining unforgiven portion will be due payable to the Christian County/Hopkinsville Development Corporation. This shall not be construed to infer that any reimbursement will be made prior to the completion of the project for which the 50/50 Matching Grant Incentive Program is being sought as funds will only be distributed upon project completion. At the end of the five (5) year period, the terms of the mortgage/restrictive covenant shall automatically terminate.

The 50/50 Matching Grant Incentive Program will provide financial assistance for development and redevelopment projects located in the Heart of Downtown or

Downtown Gateway District by reimbursing an applicant up to 50% of their total project cost, not to exceed ~~\$5,000~~ \$10,000 for Tier III projects, ~~\$7,500~~ \$15,000 for Tier II projects, or ~~\$10,000~~ \$20,000 for Tier I projects. Specific Tiering eligibility requirements are outlined below:

Tier I – To be qualified for Tier I eligibility, the applicant’s property must be located in the Heart of Downtown District or Downtown Gateway District (map attached); must have a retail type business or restaurant on the first floor; must have residential use on upper floor(s) and/or provide written assurances that upper floor(s) will be used or converted to residential use within twelve (12) months of the date of the application; and the property must be located in a B3 zoning district. These applicants are eligible for the maximum match of up to ~~\$10,000~~ \$20,000.

Tier II – To be qualified for Tier II eligibility, the applicant’s property must be located in the Heart of Downtown District or Downtown Gateway District; must be located in a B3 zoning district; and must have a retail, restaurant, or service oriented business on the first floor. These applicants are eligible for a match of up to ~~\$7,500~~ \$15,000.

Projects that qualify as “retail” for the purposes of the 50/50 Matching Grant Incentive Program are specifically outlined below and will be utilized for determining eligibility under the Tier I and Tier II categories:

- Apparel
- Bakery
- Books
- Children/Toys
- Grocery
- Electronics
- Shoes & Accessories
- Service Retail, i.e., Salons, Beauty Shops, Spas, Manicurists, Pedicurists, Massage Therapists
- Home Furnishings
- Ice Cream Parlor
- Office Supplies
- Specialty Retail
- Sporting Goods
- Hardware

Tier III – To be qualified for Tier III eligibility, the applicant’s property must be located in the Heart of Downtown District or Downtown Gateway District. These applicants are eligible for a match of up to ~~\$5,000~~ \$10,000.

### **Application Process**

1. Pre-Submittal Conference – A meeting with a member of the Downtown Renaissance District and Christian County/Hopkinsville Development Corporation staff must be held prior to submission of a 50/50 Matching Grant Incentive application. This meeting is to acquaint all parties with the scope of the project and any related issues. This meeting also serves to familiarize the applicant with the overall submittal and review process as well as overall 50/50 Matching Grant Incentive policies.

2. Submittal of Application – An application for participation in the 50/50 Matching Grant Incentive Program follows in this package. The official application must be assembled and submitted in its entirety to include all necessary attachments. For projects involving exterior work, twelve (12) copies of the application must be submitted a minimum of thirty (30) calendar days prior to the regularly scheduled Renaissance Design Review Board meeting date. Their regular meeting date is the 1<sup>st</sup> Monday of every month. For projects not involving any exterior work, six (6) copies of the application must be submitted a minimum of thirty (30) calendar days prior to the regularly scheduled Christian County/Hopkinsville Development Corporation (LDC) meeting date. Their regular meeting date is the 2<sup>nd</sup> Thursday of every month.

The Downtown Renaissance District Office  
101 North Main Street  
P.O. Box 1152  
Hopkinsville, KY 42241

Incomplete applications will not be presented to the RDRB or LDC for review. All incomplete applications that are resubmitted will be subject to any new policies or procedures that are adopted by the Inner-City Residential Enterprise Zone, the Renaissance Design Review Board, and/or the Christian County/Hopkinsville Development Corporation at the time of resubmission.

3. Design Review Process\* – All projects involving exterior work must first obtain approval from the Renaissance Design Review Board (RDRB). This board reviews the project for architectural, historical and contextual compatibility to ensure that the 50/50 Matching Grant Incentive Program is being made available for a quality project that produces lasting benefits for the community. The RDRB generally meets on the 1<sup>st</sup> ~~Monday of every month at 9:00 am~~ a date to be established by the RDRB. Meetings are held in the City Council Chamber of the Lackey Municipal Building located at 101 North Main Street. The applicant's project will be publicly reviewed by the RDRB based on an evaluation of the Downtown Renaissance Director. The project will be approved, conditionally approved, or denied at this meeting. In order for the application to be considered by the RDRB, the applicant, or his/her appointed representative, must be present at the meeting. An appropriate representative could be any of the project principles, professionals contracted on the project, or someone who the applicant has identified and given authorization to in the submitted application.

\* Projects that do not involve any exterior work are not subject to the Design Review Process.

4. Review and Approval of Matching Eligibility Certificate – All applicants pursuing financial assistance under the 50/50 Matching Grant Incentive Program must have their projects reviewed and approved by the Christian County/Hopkinsville Development Corporation (LDC) prior to receiving a Matching Eligibility Certificate through the 50/50 Matching Grant Program. The LDC generally meets on the 2<sup>nd</sup> Thursday of every month at ~~11:30~~ 11:15 a.m. Meetings are held in the City Council Conference Room of the

Lackey Municipal Building located at 101 North Main Street. The applicant's project will be publicly reviewed by the LDC based on an evaluation of the Downtown Renaissance Director. The project will be approved or denied eligibility for a Matching Eligibility Certificate at this meeting. In order for the application to be considered by the LDC, the applicant or his/her appointed representative, must be present at the meeting. An appropriate representative could be any of the project principles, professional contracted on the project, or someone who the applicant has identified and given authorization to in the submitted application.

5. Construction Process – Once an applicant has obtained approval from the RDRB for all exterior work and an applicant has obtained approval from the LDC for a Matching Eligibility Certificate, he/she may move forward with obtaining the necessary permits to begin construction. It shall be the responsibility of the property owner/tenant to consult with the Hopkinsville-Christian County Planning Commission for a determination regarding the requirement for the issuance of a building/zoning permit. It is highly recommended that this determination be made during the initial Pre-Submittal Conference. If a building/zoning permit is required, no work may begin without first obtaining said permit. Once a permit has been issued, construction work may commence. Periodic inspections will be performed during the course of construction work by the appropriate building code official, staff of the RDRB, and/or the Downtown Renaissance Director. Final inspections will be performed upon project completion to confirm that the work has been completed in accordance with the approved application and all applicable codes and/or regulations. A Certificate of Occupancy and/or Certificate of Compliance will be issued upon satisfactory completion of all work.

6. Issuance of Matching Grant Funds – Once an applicant has received his/her Certificate of Occupancy and/or Certificate of Compliance, he/she must submit a Project Completion Package to the Downtown Renaissance Director. A Project Completion Package checklist is included with this application. All information outlined in the Project Completion Package must be submitted prior to the issuance of the Matching Grant Funds. Payment will be issued within ten (10) working days for the reimbursement of 50% of the total project cost, not to exceed \$5,000, ~~\$7,500 or \$10,000~~ \$10,000, \$15,000 or \$20,000 depending upon which Tier the applicant has been deemed eligible.

**SECTION II**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program**  
**POLICIES & PROCEDURES**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

**General Policies and Procedures**

- Matching Grant Funds provided through the 50/50 Matching Grant Incentive Program are not entitlements, but are reserved for projects that contribute to the revitalization of the main thoroughfares of Hopkinsville's Downtown Renaissance District, specifically those properties located within the Heart of Downtown District or Downtown Gateway District.
- 50/50 Matching Grants will only be awarded to development or redevelopment projects within the existing boundaries of the Heart of Downtown District or Downtown Gateway District.
- To receive a Matching Eligibility Certificate, all projects must be approved by the RDRB and/or the LDC depending on the scope of the project, (i.e. interior only, exterior only, business start-up).
- To be eligible for receiving Matching Grant Funds, the property owner/tenant will submit documentation of their expenses for the total project requesting reimbursement of up to 50% of the total project cost, not to exceed ~~\$5,000, \$7,500 or \$10,000~~ **\$10,000, \$15,000 or \$20,000** depending upon which tier they are deemed eligible.
- If the applicant is a renter/tenant, he/she must obtain a Letter of Consent from the property owner prior to applying for the 50/50 Matching Grant Incentive Program.
- No Matching Eligibility Certificate may be assigned to any party prior to the completion of the project without the prior, written approval of the LDC.
- Upon completion of any project subject to a Matching Eligibility Certificate, the project shall be reviewed to determine if the project was completed as set forth in the application with respect to such project plans and specifications approved by the RDRB and the LDC.

**SECTION III**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program Application**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

**APPLICATION**  
**FOR**  
**PROJECTS INVOLVING EXTERIOR RENOVATION WORK**

- Complete application packets shall be submitted a minimum of 30 calendar days prior to the Renaissance Design Review Board meeting date. ~~The regular meeting date is the 1<sup>st</sup> Monday of each month.~~ *Insert regular meeting date.*
- All renovation work and land uses shall comply with all local and state ordinances and regulations including, but not limited to, the ~~Historic Preservation Ordinance and Design Guidelines~~ *Renaissance Design Standards* adopted for the Downtown Renaissance District, the Hopkinsville Zoning Ordinance, and the Kentucky Building Code.

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Applicant's Authorized Agent: \_\_\_\_\_

Authorized Agent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupational License #: \_\_\_\_\_

Estimated Cost:\* \_\_\_\_\_ \$ \_\_\_\_\_  
(Written in words) (Written in figures)

\* 50% reimbursement shall not exceed \$10,000 \$20,000 for Tier I approved projects, \$7,500 \$15,000 for Tier II approved projects and/or \$5,000 \$10,000 for Tier III approved projects. Reimbursement shall be subject to satisfactory completion of the approved scope of work.

Please attach an accurate and complete description of the scope of work to be performed. Include with the description the following information:

1. intended use of property;
2. square footage of building and/or land area to be renovated;
3. zoning verification letter;
4. architectural plans and renderings, to include a site plan and elevations;
5. specifications of the work to be performed;
6. photos of the building and land;
7. material samples or renderings;
8. copy of current Property Valuation Administrator (PVA) assessment of the property (if applicable);
9. copy of deed to the property indicating ownership;
10. copies of any lease options or agreements pertaining to the property;
11. copies of any purchase options or agreements pertaining to the property;
12. fully executed "Letter of Consent" (if applicable);
13. proof of insurance on the property;
14. contractor's estimate to perform the construction work;
15. proposed time schedule to complete the work, including anticipated construction start and completion dates;
16. name, address, and phone number of lender (if applicable);
17. amount of loan required (if applicable);
18. lender's commitment letter (if applicable);
19. any other information needed to completely and accurately describe the proposed project.

Failure to supply adequate documentation could result in processing delays and/or denial of the request. Incomplete applications will not be considered.

The applicant hereby represents that all statements contained herein are true and correct and that all information materially significant to the RDRB in its consideration of the application is included.

The applicant further understands and agrees that this application is subject to review and approval by the LDC for an eligibility determination regarding the issuance of a Matching Eligibility Certificate. All applications that are approved by the RDRB with respect to the Design Review Process will be automatically forwarded to the LDC for consideration at their next regularly scheduled meeting. The LDC normally meets on the 2<sup>nd</sup> Thursday of every month at ~~11:30~~ 11:15 a.m. All applications that are denied by the RDRB will not be eligible for consideration by the LDC.

The applicant acknowledges that it has reviewed the descriptions of the Matching Incentive Program for which it is applying and agrees to comply with those policies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant/Renter (if applicable)

\_\_\_\_\_  
Date

**SECTION III**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program Application**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

**APPLICATION**  
**FOR**  
**PROJECTS INVOLVING INTERIOR RENOVATION WORK, AND/OR**  
**PROJECTS INVOLVING THE ACQUISITION OF A BUILDING FOR WHICH**  
**NO EXTERIOR RENOVATION IS PLANNED, AND/OR PROJECTS**  
**INVOLVING THE ESTABLISHMENT OF INVENTORY RELATED TO**  
**BUSINESS START-UP**

- Complete application packets shall be submitted a minimum of 30 calendar days prior to the Christian County/Hopkinsville Development Corporation (LDC) meeting date. The regular meeting date is the 2<sup>nd</sup> Thursday of each month.
- All interior renovation work and land uses shall comply with all local and state ordinances and regulations including, but not limited to, the Hopkinsville Zoning Ordinance and the Kentucky Building Code.

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Applicant's Authorized Agent: \_\_\_\_\_

Authorized Agent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupational License #: \_\_\_\_\_

Estimated Cost:\* \_\_\_\_\_ \$ \_\_\_\_\_  
(Written in words) (Written in figures)

\* 50% reimbursement shall not exceed \$10,000 \$20,000 for Tier I approved projects, \$7,500 \$15,000 for Tier II approved projects and/or \$5,000 \$10,000 for Tier III approved projects. Reimbursement shall be subject to satisfactory completion of the approved scope of work.

Please attach an accurate and complete description of the scope of work to be performed. Include with the description the following information:

1. intended use of property;
2. square footage of building and/or land area to be renovated;
3. zoning verification letter;
4. architectural plans and renderings, to include a site plan and elevations;
5. specifications of the work to be performed;
6. photos of the building and land;
7. material samples or renderings;
8. copy of current Property Valuation Administrator (PVA) assessment of the property (if applicable);
9. copy of deed to the property indicating ownership;
10. copies of any lease options or agreements pertaining to the property;
11. copies of any purchase options or agreements pertaining to the property;
12. fully executed "Letter of Consent" (if applicable);
13. proof of insurance on the property;
14. contractor's estimate to perform the construction work;
15. proposed time schedule to complete the work, including anticipated construction start and completion dates;
16. name, address, and phone number of lender (if applicable);
17. amount of loan required (if applicable);
18. lender's commitment letter (if applicable);
19. any other information needed to completely and accurately describe the proposed project.

Failure to supply adequate documentation could result in processing delays and/or denial of the request. Incomplete applications will not be considered.

The applicant hereby represents that all statements contained herein are true and correct and that all information materially significant to the LDC in its consideration of the application is included.

The applicant acknowledges that it has reviewed the descriptions of the Matching Incentive Program for which it is applying and agrees to comply with those policies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant/Renter (if applicable)

\_\_\_\_\_  
Date

**LETTER OF CONSENT**  
**50/50 Matching Grant Incentive Program**

I/We, \_\_\_\_\_, owners of the property located at  
\_\_\_\_\_, Hopkinsville, KY do hereby authorize the  
(address)  
following improvements to be made by \_\_\_\_\_,  
who currently rents/leases the property from us. \_\_\_\_\_  
(Description of scope of work)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I/We understand that the tenant is responsible for paying for all work to be performed in accordance with the approved application. I/We further understand that all exterior work is subject to review and approval of the Renaissance Design Review Board as well as the Christian County/Hopkinsville Development Corporation. I/We further understand that all interior work is also subject to review and approval by the Christian County/Hopkinsville Development Corporation.

I/We further understand that it shall be the tenant's responsibility to seek reimbursement for work performed in accordance with the approved application. I/We further understand and agree that I/We will be required to sign a Memorandum of Agreement with the City of Hopkinsville indicating that a mortgage/restrictive covenant will be placed upon our property located at \_\_\_\_\_, Hopkinsville, KY prohibiting the sale of said property for five (5) years without being responsible for repaying the unforgiven portion of the mortgage/restrictive covenant which shall be incrementally forgiven at a pro-rated amount annually.

I/We understand that all work to be performed must be in compliance with all applicable city and state ordinances and regulations as well as any conditions invoked upon the project by the Renaissance Design Review Board and/or the Christian County/Hopkinsville Development Corporation.

I/We verify that \_\_\_\_\_, our current tenant, has been leasing/renting the property located at \_\_\_\_\_, Hopkinsville, KY for a period of at least six (6) months from today's date \_\_\_\_\_.  
Date

Copies of all lease agreements relating to the property in question are attached to this Letter of Consent, as are copies of all agreements regarding the financial benefits of the parties herein who are applying for participation in the 50/50 Matching Grant Incentive Program.

\_\_\_\_\_  
Name of Applicant/Tenant (printed)

\_\_\_\_\_  
Name of Owner(s) (printed)

\_\_\_\_\_  
Signature of Applicant /Tenant

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sworn to me and subscribed in my presence  
this \_\_\_\_\_ day of \_\_\_\_\_.

Sworn to me and subscribed in my presence  
This \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_

**SECTION IV**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program**  
**TECHNICAL ASSISTANCE FUNDING REQUEST**

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Project Property Address: \_\_\_\_\_

Applicant's Authorized Agent: \_\_\_\_\_

Authorized Agent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Licensed Architect Name: \_\_\_\_\_

Licensed Architect Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Occupational License #: \_\_\_\_\_

Licensure #: \_\_\_\_\_ Licensure State: \_\_\_\_\_

- Applicant must submit a copy of proposed contract with licensed architect indicating the hourly rate to be charged
- Applicant hereby acknowledges that the ICREZ Program will pay said licensed architect within thirty (30) days of receipt of invoice detailing the technical assistance provided, billed at an hourly rate
- Applicant hereby acknowledges technical assistance funds provided under the ICREZ Program shall not exceed \$500 per applicant/project

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant/Renter (if applicable)

\_\_\_\_\_  
Date

For Office Use Only:

Received by: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Technical Assistance Funding Request Form

Funds Available \_\_\_ Yes \_\_\_ No

**SECTION V**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program**  
**PROJECT EVALUATION AND SCORING SHEET**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

1. Does the project qualify under the following categories:

- \* Development or Redevelopment of a residential or commercial structure that is located within the Heart of Downtown District or Downtown Gateway District boundaries  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
- \* Development or Redevelopment of a residential or commercial structure that complies with zoning and land use regulations  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
- \* Development or Redevelopment of a residential or commercial structure that complies with building code requirements  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
- \* Development or Redevelopment of a residential or commercial structure whose exterior design elements comply with the standards of the ~~Historic Preservation Ordinance and Design Guidelines~~ *Renaissance Design Standards adopted for the Downtown Renaissance District.*  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
- \* Acquisition of a property located within the Heart of Downtown District or Downtown Gateway District boundaries  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A
- \* Establishment of inventory for business start-up  
\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ N/A

2. Does the applicant own the property?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

3. If the applicant does not own the property, has the applicant submitted a fully executed "Letter of Consent" from the property owner as well as a copy of any written agreements regarding his/her responsibilities with respect to the 50/50 Matching Grant Incentive Program?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

4. Has the applicant submitted all items required as part of the application process?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

5. Has the applicant previously received a Matching Eligibility Certificate?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what was the date of issuance? \_\_\_\_\_

6. Has the applicant commenced with any aspect of construction other than stabilization, site preparation, and/or utility work?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

I certify that the above information is correct and is based upon information provided to me by the applicant or the applicant's authorized agent. I further certify that this project IS eligible for participation in the 50/50 Matching Grant Incentive Program, provided the applicant complies with all applicable city and state ordinances and regulations.

I further certify the applicant is eligible for Matching Grant Funds of up to 50% of their total project cost, in an amount not to exceed \$ \_\_\_\_\_ as this project qualifies under the Tier \_\_\_\_\_ eligibility criteria.

\_\_\_\_\_  
Downtown Renaissance Director

\_\_\_\_\_  
Date

I certify that the above information is correct and is based upon information provided to me by the applicant or the applicant's authorized agent. I further certify that this project IS NOT eligible for participation in the 50/50 Matching Grant Incentive Program due to the following reasons:


\_\_\_\_\_  
Downtown Renaissance Director

\_\_\_\_\_  
Date

**SECTION VI**  
**Downtown Hopkinsville**  
**50/50 Matching Grant Incentive Program**  
**PROJECT COMPLETION PACKAGE**

**Administered By:**  
**Christian County/Hopkinsville Development Corporation**  
**and**  
**Downtown Renaissance District**

The following items must be submitted as part of the Project Completion Package in order to receive the Matching Grant Funds for your project:

1. A summary of all expenses incurred for the approved project. Copies of accompanying receipts must be attached to the summary.
2. A copy of the building/zoning permit issued, if applicable.
3. A copy of the Certificate of Occupancy or Certificate of Compliance indicating all work was completed in accordance with the application and all applicable city and state ordinances and regulations.
4. A signed, written statement certifying that all information contained in the Project Completion Package is true and accurate.

# Downtown Renaissance District with Sub-Districts Identified

