



**Main Street Muskogee, Inc.**  
**Downtown Improvement Grant - Application**



**Name of Applicant:** \_\_\_\_\_

**Legal Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Business Owner's E-mail Address:** \_\_\_\_\_

*If property owner's differ from business owner's:*

**Property Owner's Name:** \_\_\_\_\_

**Property Owner's Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Please indicate the purpose of the grant by checking the most appropriate box below:

- |  |   |
|--|---|
| <input type="checkbox"/> Exterior Renovations                        | <input type="checkbox"/> Removal of Facade / Panels |
| <input type="checkbox"/> Restoration of Storefronts                  | <input type="checkbox"/> ADA Compliance             |
| <input type="checkbox"/> Addition / Replacement of Awnings           | <input type="checkbox"/> Masonry Restoration        |
| <input type="checkbox"/> Upgrading Business Signage to Blade Signage |   |

**Total Project Cost Estimate:** \_\_\_\_\_

**Project Completion Time From Grant Approval:**    30 Days        90 Days        180 Days

**Request Amount:** (Can not exceed 50% of actual cost) \_\_\_\_\_

**Describe proposed improvements to the building's exterior in the space below.**

**Please be specific and use additional sheets if necessary.**

---



---



---



---



**Main Street Muskogee, Inc.**  
**Downtown Improvement Grant - Application**



**Please attach copies of the following documentation:**

1. An itemized estimate of all materials, supplies, and/or labor costs of the project
2. Sketch or drawing of the proposed work
3. A current photograph of the building exterior/project location within the context of the streetscape
4. Approval by Main Street Muskogee Design Committee
5. Submission of Plan to Historic Preservation Commission

**Applications must be submitted electronically to [mainstreetmuskogee@yahoo.com](mailto:mainstreetmuskogee@yahoo.com) referencing "Improvement Grant" in the subject line of the email.**

I have consulted with Main Street Muskogee, Inc. about the proposed project. I fully understand the requirements of the Main Street Muskogee, Inc. Grant program and agree to proceed within those guidelines as they have been explained to me. I understand that should I be selected for the grant, in order to receive assistance from Main Street Muskogee, Inc. I must submit a copy of the project paid-in-full receipts to Main Street Muskogee, Inc. within 15 business days upon completion as supporting documentation for the assistance received.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Main Street Representative

\_\_\_\_\_  
 Date

I, \_\_\_\_\_, owner of the aforementioned property, consent to the proposed project shown in this grant application in the above-named applicant. I, as the property owner, fully understand the requirements of the Main Street Muskogee, Inc. Grant Program and agree to proceed within the guidelines set forth by Main Street Muskogee, Inc. as they have been explained to me.

\_\_\_\_\_  
 Signature of Property Owner, if applicable

\_\_\_\_\_  
 Date



# Main Street Muskogee, Inc.

## Downtown Improvement Grant - Application



### **Purpose and Objectives**

The Building Improvement Grant is being offered by Main Street Muskogee, Inc. to property and/or business owner's who wish to make exterior improvements to the Main Street Muskogee designated district. The 50/50 matching grant upon approval of the Main Street Muskogee board of Directors can allocate or amend a requested amount per project. Priority will be given to restoring historic buildings in the Main Street Muskogee district.

***(See target list below)***

The restoration of commercial building exteriors is an important component of the revitalization of our Main Street Muskogee district. It is Main Street Muskogee's desire to work closely with downtown businesses and building owner's to provide technical and financial assistance to ensure that, to the greatest extent feasible, our significant architectural heritage is preserved and rescued from inappropriate modernizations and that the distinctive, original architectural features of our buildings are maintained, reconstructed and rehabilitated whenever possible. This year's application will also accept any improvements made to a building or business that make a space more accessible, including wheelchair ramps, purchase of the "Big Bell" automated doors, etc.

### **Grant Timeline**

- Grant applications open Jan. 1, 2023
- Grant applications are due on a rolling basis until funds are expended.
- Reimbursement requests must be submitted by Sept. 30, 2023. An extension may be granted upon approval.
- If remaining funds are available after the close of the fiscal year, funds will revert to the City of Muskogee Foundation, unless active projects are incomplete.

### **Grant Conditions**

Grant recipients must agree in writing to abide by all conditions contained in the grant, including:

- Grant recipients must display a sign identifying the project as having received a Main Street Muskogee grant. This will be supplied by Main Street Muskogee.
- All necessary building permits must be in place before the project startup.
- All contractors must be licensed and bonded.
- Reimbursement will occur only after the project is completed and inspected by Main Street Muskogee and all receipts for labor and materials have been submitted and approved.
- The granting period is generally 10-12 months from the date of the award:
- Extensions may be requested in writing with the concurrence of the facade review panel.



**Main Street Muskogee, Inc.**  
**Downtown Improvement Grant - Application**



**Definitions**

**Target Businesses:** Upscale Restaurants, Sandwich Shops, Entertainment, Candy Stores, Ice Cream/Yogurt Shops, Bookstore, Children's Toy/Cloths Stores, Antique & Collectibles Stores, Upscale Pawn Shop, Small Grocer/Deli, Dance Studio, Yoga Studio, Gymnastics Studio, Boutique B&B or Hotel, Shoe Store, Barber Shop, Brewery or Tap Room, Wine Tasting Room, and other similar businesses.

**Eligible Costs:** Eligible costs included, but may not be limited to; appropriate business signage, repair/replacement of wood windows and doors, removal of facade panels or screens, restoration of storefronts and architectural elements, addition/ repair of awnings, canopies, or marquees, masonry restoration, exterior painting, etc.

**Grantee:** The individual(s) receiving the grant (tenant or building owner's.)

**Grantor:** Main Street Muskogee, Inc.

**Restoration:** Work that is undertaken to restore a building's exterior to an approved downtown appearance. Original appearances will increase the odds of acceptance. Restoration also includes restoring the appropriate mix of business establishments to the Main Street Muskogee district.

**CITY OF MUSKOGEE  
HISTORIC PRESERVATION COMMISSION  
Application for Certificate of Appropriateness**

Type of Permit: Building\_\_\_\_\_ Demolition\_\_\_\_\_ Moving\_\_\_\_\_ Sign/Mural\_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Legal description of property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Street address of Owner: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Applicant (if different from owner): \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe the proposed modifications to the structure(s) and site. Explain how the modifications will maintain the historic character of the structure and meet the intent of the Secretary of Interior's Standards for Rehabilitation (use additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that the above information is correct:

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

\_\_\_\_\_  
Date

**See back of this form for instructions and information regarding the Certificate of Appropriateness process.**

**I. FOR PLANNING DEPARTMENT USE:** Date Submitted: \_\_\_\_\_

Date of Historic Preservation Commission Meeting: \_\_\_\_\_

Action of Commission: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
Signature of Historic Preservation Commission Chairperson

\_\_\_\_\_  
Date

## Instructions & Information for Certificate of Appropriateness

1. A Certificate of Appropriateness is the official document issued by the Historic Preservation Commission prior to the issuance of 1) a building permit for construction that affects the exterior architectural appearance, 2) a demolition permit, 3) a moving permit or 4) a sign/mural permit for any property designated as a historic property, or located within a historic district, or listed on the National Register of Historic Places. It shall be a violation for any person to begin construction, alteration or modification of any property which has been either designated as historic property or included in a district without first obtaining a Certificate of Appropriateness.

2. All of the following must be submitted to the Planning Department to initiate the Certificate of Appropriateness review:

\_\_\_\_\_ Completed application form

\_\_\_\_\_ \$50.00 application fee (nonrefundable regardless of outcome of request).

\_\_\_\_\_ Site plan and/or construction drawings (floor plan, elevations) in sufficient detail to describe the modifications. Plans are not required for demolition or moving permits.

3. Within 5 days after a Certificate of Appropriateness request is submitted to the Planning Department, a meeting of the Commission will be held. The Commission will use the Secretary of Interior's Standards for Rehabilitation as the review guidelines for a Certificate of Appropriateness.

The Commission may approve, approve with conditions or deny the request at the meeting. Any decision of the Commission can be appealed to the City Council. An appeal must be in writing stating the grounds for the appeal and submitted to the Planning Department within five (5) days of the Commission's decision. The appeal will be heard by the City Council at their next available meeting.

4. It is recommended that the applicant discuss their request with the Planning Department prior to submitting the application. If you have questions regarding the appropriateness of a request or the process, contact the Planning Department at (918) 684-6232.

City of Muskogee  
Planning Department  
P.O. Box 1927  
Muskogee, Oklahoma 74402  
Municipal Building, 229 W. Okmulgee St.  
918-684-6232