



Historic Preservation Fund Grant and Loan Application and Information

(Revised June 2019)

Guidelines

The City of Louisville's Historic Preservation Fund (HPF) and is intended to help retain the character of Historic Old Town Louisville by promoting the preservation and rehabilitation of historic resources.

Staff contact

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Deadlines

There are no application deadlines, although the date of application will determine when the public hearing for a case can occur. Please reach out to staff if there is a specific date you are targeting. Applications will be considered as they are received, but are subject to the availability of funds.

Eligible Applicants

Any owner of a historic resource (at least 50 years old) or resource that helps to define the character of Historic Louisville is eligible to apply to the HPF. "Resources" include, but are not limited to, primary structures, accessory structures, outbuildings, fences, existing or historical landscaping, archaeological sites, and architectural elements of structures.

Owners of property in Historic Old Town Louisville which will experience new construction may also be awarded grants to preserve the character of Historic Old Town. The purpose of these incentives it to limit mass, scale, and number of stories, to preserve setbacks, to preserve pedestrian walkways between buildings, and to utilize materials typical of historic buildings, above mandatory requirements. For additional information on the requirements, please reach out to the Historic Preservation Planner.

Historic Structure Assessments

Prior to any structure being declared a landmark, the property will undergo a building assessment to develop a preservation plan and establish priorities for property maintenance. At a regular meeting, the Historic Preservation Commission will review the building history, application, and relevant information to determine whether there is probable cause to believe the building may be eligible for landmarking. If probable cause is found, the owner will be eligible for a building assessment grant in an amount up to \$4,000 (residential properties) and \$9,000 (commercial properties) to offset the cost of the assessment.

Landmarking Grants

In addition to the pre-landmarking grant for a structural assessment, landmarked residential properties are eligible for a \$5,000 incentive grant and up to \$40,000 in matching grant funds for preservation projects for a period of 36 months from when a property is declared a landmark. Commercial landmarked properties are eligible for a \$50,000 incentive grant and up to \$150,000 in matching grant funds for preservation projects for a period of 36 months from when a property is declared a landmark. For properties showing extraordinary circumstances relating to building size, condition, architectural details, or other unique condition compared to similar Louisville properties, the grant limitations may be exceeded. Please reach out to the Historic Preservation Planner for more information on the grant programs.

Eligible Costs and Improvements:

Eligible costs include hard costs associated with the physical preservation of historic fabric or elements. Labor costs are eligible IF the work is to be done by someone other than the applicant/owner (whose labor can only be used for matching purposes with an acceptable written estimate). Example eligible work *may* include the following improvements:

Repair and stabilization of historic materials:

- Siding
- Decorative woodwork and moulding
- Porch stairs and railing
- Cornices
- Masonry (such as chimney tuckpointing)
- Doors and Windows

Removal of non-historic materials, particularly those covering historic materials:

- Siding, trim and casing
- Porch enclosures
- Additions that negatively impact the historic integrity
- Repair/replacement to match historic materials

Energy upgrades:

- Repair and weather sealing of historic windows and doors
- Code required work

Reconstruction of missing elements or features:

(Based on documented evidence such as historic photographs and physical evidence)

- Porches and railings
- Trim and mouldings
- False-fronts

Ineligible Costs and Improvements:

- Redecorating or any purely cosmetic change that is not part of an overall rehabilitation
- Soft costs such as appraisals, interior design fees, legal, accounting and realtor fees, sales and marketing, permits, inspection fees, bids, insurance, project signs and phones, etc.
- Excavation, grading, paving, landscaping or site work such as improvements to paths or fences unless the feature is part of the landmark designation, except for correcting drainage problems that are damaging the historic resource
- Repairs to additions on non-historic portions of the property
- Reimbursement for owner/self labor (which can count only towards the matching costs)
- Interior improvements, unless required to meet current code
- Outbuildings which are not contributing structures to a landmarked site or district

Application Review Process

Applications will be screened by Historic Preservation Commission (HPC) staff to verify project eligibility. If any additional information is required, staff will contact the applicant directly. The HPC will evaluate the applications in a public meeting at which the applicant will be allowed to make statements. The HPC will make a recommendation to City Council, and City Council will take final action on the application.

Project Review and Completion

Any required design review or building permits must be obtained before beginning work on the project. If a property has already been landmarked, in some circumstances an Alteration Certificate must be approved by the HPC. Any changes made during the building permit approval process may require additional review by the Historic Preservation Commission, depending on the extent of the changes.

Disbursement of Funds

In most cases, grants will take the form of reimbursement after work has been completed, inspected and approved as consistent with the approved grant application. In planning your project, you should arrange to have adequate funds on hand to pay the costs of the project. Incentives may be revoked if the conditions of grant approval are not met. Under some circumstances, incentives, particularly loans, may be paid prior to the beginning of a project or in installments as work progresses.

Grant/Loan Process Outline

1. Applicant meets with Preservation Planner to discuss the scope of work.
2. Applicant meets with contractors and receives quotes.
3. Applicant submits application and documentation to staff.
4. Staff will review the application for completeness and then schedule the meeting with the HPC. Staff will notify applicant of hearing date.
5. Public Notice Sign is posted on property by applicant advertising meeting date and neighbors within 500 feet are notified.
6. The HPC reviews the scope of work and quotes and makes a recommendation to City Council. The applicant must be present to answer questions.
7. Staff will schedule the City Council meeting. The applicant must be present to answer questions. City Council will make the final decision.
8. The grant agreement is signed by the applicant(s) and mayor. At this point, the applicant may apply for a building permit to begin the work outlined in grant agreement.
9. Inspections are completed by Building Department as required. Preservation Planner inspects work for sensitivity to historic structure
10. Applicant submits contractor invoices to staff as work is completed.
11. Staff reviews invoices for completeness and compares with invoice approved by HPC.
12. If approved, staff submits pay request to Finance Department. The check is cut to Applicant.
13. If denied, staff works with applicant to identify reasons for denial and methods of resolution.
14. Applicant to repeat steps 11 through 14 until project is complete.

Incentives from the Historic Preservation Fund may be considered taxable income and applicants may wish to consult with a tax professional.

Historic Preservation Application

The following information must be provided to ensure adequate review of your proposal. Please type or print answers to each question. Please keep your responses brief but thorough. If you have any questions about the application or application process, please reach out to the Historic Preservation Planner.

TYPE(S) OF APPLICATION

- | | |
|---|--|
| ☐ Probable Cause Hearing/Historic Structure Assessment | ☐ Historic Preservation Fund Loan |
| ☐ Landmark Designation | ☐ Landmark Alteration Certificate |
| ☐ Historic Preservation Fund Grant | ☐ Demolition Review |
| | ☐ Other: _____ |

1. OWNER/APPLICANT INFORMATION

Owner or Organization

Name(s): _____

Mailing Address: _____

Telephone: _____

Email: _____

Applicant/Contact Person (if different than owner)

Name: _____

Company: _____

Mailing Address: _____

Telephone: _____

Email: _____

2. PROPERTY INFORMATION

Address: _____

Legal Description: _____

Parcel Number: _____ Year of construction (if known): _____

Landmark Name and Resolution (if applicable): _____

Primary Use of Property: _____



3. REQUEST SUMMARY

4. PROJECT DESCRIPTION (Please do not exceed space provided below.)

- a. Provide a brief description of the proposed scope of work.
- b. Describe how the work will be carried out and by whom. Include a description of elements to be rehabilitated or replaced and describe preservation work techniques that will be used.
- c. Explain why the project needs historic preservation funds. Include a description of community support and/or community benefits, if any.

5. DESCRIPTION OF REHABILITATION *(Attach additional pages as necessary.)*

Name of Architectural Feature:

Describe feature and its condition:	Describe proposed work on feature:

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6. COST ESTIMATE OF PROPOSED WORK

Provide a budget that includes accurate estimated costs of your project. Include an **itemized breakdown** of work to be funded by the incentives and the work to be funded by the applicant. Include only eligible work elements. Use additional sheets as necessary. When possible, include quotes for the proposed work.

Type of Incentive: ☐ GRANT ☐ LOAN ☐ BOTH

Feature	Proposed Work to be Funded	Fund Request	Match (M)	Total
A.		\$	\$	\$
B.		\$	\$	\$
C.		\$	\$	\$
D.		\$	\$	\$
E.		\$	\$	\$
F.		\$	\$	\$
G.		\$	\$	\$
H.		\$	\$	\$
I.		\$	\$	\$
J.		\$	\$	\$
K.		\$	\$	\$
	Total Proposed Work	\$	\$	\$

For loan requests, indicate total loan request here:	\$
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If partial incentive funding were awarded, would you complete your project? ☐ YES ☐ NO

7. ADDITIONAL MATERIALS REQUIRED

The following items must be submitted along with this application:

- ☐ One set of photographs for each feature as described in Item 4 "Description of Rehabilitation". Digital is preferred.
- ☐ A construction bid if one has been completed for your project (recommended).
- ☐ Working or scaled drawings, spec sheets, or materials of the proposed work, if applicable to your project.

8. ASSURANCES

The Applicant hereby agrees and acknowledges that:

- A. Funds received as a result of this application will be expended solely on described projects, and must be completed within established timelines.
- B. Awards from the Historic Preservation Fund may differ in type and amount from those requested on an application.
- C. Recipients must submit their project for any required design review by the Historic Preservation Commission and acquire any required building permits before work has started.
- D. All work approved for grant funding must be completed even if only partially funded through this incentives program.
- E. Unless the conditions of approval otherwise provide, disbursement of grant or rebate funds will occur after completion of the project.
- F. The incentive funds may be considered taxable income and Applicant should consult a tax professional if he or she has questions.
- G. If this has not already occurred, Applicant will submit an application to landmark the property to the Historic Preservation Commission. If landmarking is not possible for whatever reason, Applicant will enter into a preservation easement agreement with the City of Louisville. Any destruction or obscuring of the visibility of projects funded by this grant program may result in the City seeking reimbursement.
- H. The Historic Preservation Fund was approved by the voters and City Council of Louisville for the purpose of retaining the city's historic character, so all work completed with these funds should remain visible to the public.

Signature of Applicant/Owner

Date

Signature of Applicant/Owner

Date

APPENDIX A: HELPFUL TERMS & DEFINITIONS

BASIC PRESERVATION

The Concept of Significance

A building possessing architectural significance is one that represents the work of a noteworthy architect, possesses high artistic value or that well represents a type, period or method of construction. A historically significant property is one associated with significant persons, or with significant events or historical trends. It is generally recognized that a certain amount of time must pass before the historical significance of a property can be evaluated. The National Register, for example, requires that a property be at least 50 years old or have extraordinary importance before it may be considered. A property may be significant for one or more of the following reasons:

- Association with events that contributed to the broad patterns of history, the lives of significant people, or the understanding of Louisville's prehistory or history.
- Construction and design associated with distinctive characteristics of a building type, period, or construction method.
- An example of an architect or master craftsman or an expression of particularly high artistic values.
- Integrity of location, design, setting, materials, workmanship, feeling and association that form a district as defined by the National Register of Historic Places Guidelines.

The Concept of Integrity "Integrity" is the ability of a property to convey its character as it existed during its period of significance. To be considered historic, a property must not only be shown to have historic or architectural significance, but it also must retain a high degree of physical integrity. This is a composite of seven aspects or qualities, which in various combinations define integrity, location, design, setting, materials, workmanship, feeling and association. The more qualities present in a property, the higher its physical integrity. Ultimately the question of physical integrity is answered by whether or not the property retains a high percentage of original structure's identity for which it is significant.

The Period of Significance Each historic town has a *period of significance*, which is the time period during which the properties gained their architectural, historical or geographical importance. Louisville, for example, has a period of significance which spans approximately 75 years (1880- 1955). Throughout this period of significance, the City has been witness to a countless number of buildings and additions which have become an integral part of the district. Conversely, several structures have been built, or alterations have been made, after this period which may be considered for removal or replacement.

BUILDING RATING SYSTEM

Contributing: Those buildings that exist in comparatively "original" condition, or that have been appropriately restored, and clearly contribute to the historic significance of downtown. Preservation of the present condition is the primary goal for such buildings.

Contributing, with Qualifications: Those buildings that have original material which has been covered, or buildings that have experienced some alteration, but that still convey some sense of history. These buildings would more strongly contribute, however, if they were restored.

Supporting category

These are typically buildings that are newer than the period of historic significance and therefore do not contribute to our ability to interpret the history of Louisville. They do, however, express certain design characteristics that are compatible with the architectural character of the historic district. They are "good neighbors" to older buildings in the vicinity and therefore support the visual character of the district.

Non-contributing building category

These are buildings that have features that deviate from the character of the historic district and may impede our ability to interpret the history of the area. They are typically newer structures that introduce stylistic elements foreign to the character of Louisville. Some of these buildings may be fine examples of individual building design, if considered outside the context of the district, but they do not contribute to the historic interpretation of the area or to its visual character. The detracting visual character can negatively affect the nature of the historic area.

Non-contributing, with Qualifications: These are buildings that have had substantial alterations, and in their present conditions do not add to the historic character of the area. However, these buildings could, with substantial restoration effort, contribute to the downtown once more.

PRESERVATION APPROACHES

While every historic project is different, the Secretary of the Interior has outlined four basic approaches to responsible preservation practices. Determining which approach is most appropriate for any project requires considering a number of factors, including the building's historical significance and its existing physical condition. The four treatment approaches are:

- **Preservation** places a high premium on the retention of all historic fabric through conservation, maintenance and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
- **Rehabilitation** emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work.
- **Restoration** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
- **Reconstruction** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

The Secretary of the Interior's website outlines these approaches and suggests recommended techniques for a variety of common building materials and elements. An example of appropriate and inappropriate techniques for roofs is provided in the sidebars. Additional information is available from preservation staff and the Secretary's website at: www.cr.nps.gov/hps/tps/standguide/index.htm

THE SECRETARY OF THE INTERIOR'S STANDARDS

The Standards are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But once a treatment is selected, the Standards provide philosophical consistency to the work.