

PROPERTY IMPROVEMENT PROGRAM
City of Kimball, Nebraska

Program Guidelines

The City of Kimball encourages private investment in both commercial and residential areas of Kimball and proposes the utilization of a Property Improvement Program to improve property lots within Kimball. Under the Improvement Program, property owners or tenants are eligible to apply for grants equal to one-half of the cost of such improvements, with certain limitations. These grants are provided to create positive impact that demolition can have on the overall appearance and image of the community and spur area re-development. The proposed yearly budget for the Property Improvement Program is \$20,000; allocated from the Sales Tax Fund of the City of Kimball.

Types of Assistance/Eligible Improvements

The Property Improvement Program supports Commercial and Residential Structure Demolition.

All demolition work will be subject to design review and approval by the Citizen Advisory Committee. The committee reserves the right to judge all applications on a case-by-case basis. Applications will be approved based on graded priorities of: anticipated aesthetic improvement to the area, restoration vs. maintenance efforts, and the perceived ability of applicant to pay for improvements on their own.

Approved property owners or tenants who install at least \$1,500 of improvements or demolition items will receive a grant equal to one-half of the cost of the work, up to a maximum of \$5,000 per property.

Approved property owners or tenants have **one year** to complete the work detailed on the applicant's Property Improvement Program application. If the applicant cannot complete the work detailed on the application within one year, they have the ability to request **1(one) 6 month** extension from the Citizen Advisory Committee to complete the work.

Eligible Applicants

Although owners of commercial property within Kimball are eligible to participate in the Property Improvement Program, funding priority will be given to businesses that are within the main corridors in Kimball (Hwy 71 and 30) Area of the City of Kimball. Those businesses who are tenants of commercial buildings are also eligible if the building owner's consent is shown in writing.

Funding priority for residential property owners will be given to applications that have specific re-development plans following demolition activities.

Process

1. Pre-application Conference: Prior to making a formal application, the prospective applicant should meet with the Kimball City Administrator and the Special Projects Coordinator. The pre-application conference familiarizes the applicant with the Program and its procedures. An application form may be obtained at this time.
2. Application Process: Applications should be completed and submitted to the Special Projects Coordinator. If more applications are received than current-funding levels can accommodate, the Coordinator will prioritize them on the basis of the date of receipt of the completed application.

3. Approval of Project by the City: Following review of the preliminary design two additional approvals will need to be obtained. First, the Citizen Advisory Committee must approve the scope of the project. Once the cost parameters and work for the project have been established, the applicant must receive all applicable permits and approval from the City of Kimball. A demolition permit will be required. If the decision is to proceed, the applicant should secure the services of the appropriate contractors needed to complete the demolition work. All contractors should be properly registered and licensed as required by law. The contractors selected must secure all required building and construction related permits from the City.

4. Begin Work: After the Property Improvement Agreement has been executed, a "Letter of Approval and Notice to Proceed" will be sent to the applicant by the Coordinator, including an estimate of the total grant reimbursement amount the applicant is eligible to receive. Assuming the City has issued all necessary permits, work may begin. Although there is a one year time limit, projects are expected to not take longer than 120 days to contract for, commence, and complete.

5. Completion of the Job: Upon completion of the project, the work is to be approved for compliance and the property for which the permit was issued will be inspected.

6. Payment of the Grant: After the demolition work has been inspected and certified as to its completion and plan compliance, a reimbursement request will be submitted to the City of Kimball for payment during the first regularly scheduled Council meeting of the month. The City Council of the City of Kimball must approve the request prior to payment being made.