

Hutchinson Economic Development Authority

# Sign & Awning Program

[www.hutchinsoneda.com](http://www.hutchinsoneda.com)





## Sign & Awning Program Application

Business Owner: \_\_\_\_\_

Property Owner/Management Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address to be improved: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Short Project Description:

Total Improvement Cost: \_\_\_\_\_ Grant Request: \_\_\_\_\_

*Total must be greater than \$250. Applicant is responsible for any amount exceeding \$1000.  
The funding request must be at least \$250, and may not exceed \$1000.*

Contractor Name	Bid Amount
1. _____	_____
2. _____	_____

Have you received an award from the Sign and Awning Program in the past? \_\_\_\_\_ When? \_\_\_\_\_

Name of Applicant and/or Business (If different from above) \_\_\_\_\_

### Your application is not complete if you do not include:

**1. Minimum two bids**

*(If you are doing the work yourself, attach a copy of the material costs on letterhead from the material supplier)*

**2. Sketch/Image of Project**

**3. Building Permit**

*(You may apply without a permit, but EDA staff must receive it prior to disbursing funds—Building Department: 320-234-4203)*

**4. W-9 Form**

**5. Photograph(s) of building prior to improvement**

### I AGREE with and UNDERSTAND the following:

I have read and am within the guidelines for the Sign & Awning Grant Program. I understand that if any information is incorrect or incomplete, my chances of receiving funding will be delayed and/or hindered.

Prop. Owner/Mgmt Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Applications will be reviewed in the order they are received.

# Hutchinson EDA Sign & Awning Program

Updated: 11-12-14

## Overview:

This program is intended to offer funds to property and business owners in the Historic Downtown District for the purpose of adding, improving or replacing signage & awnings. Signage & awnings should be designed to enhance and compliment the character of buildings in the downtown. The program uses a forgivable loan to fund the applicant's project.

## Forgivable Loan Amount:

Forgivable loan amounts range from \$250 to \$1,000. No property or business owner investment is required for this program. Only one forgivable loan per business shall be approved during any eight year period.

## Eligible Properties:

Eligible properties must be located within Hutchinson's historic downtown district. The boundaries of which are the Crow River on the North, Fourth Avenue on the South, properties with frontage on the west side of Franklin Street and properties with frontage on the East side of Hassan Street.

## Eligible Improvements:

Eligible projects include new signs and/or awnings or the replacement and improvement of existing signs and/or awnings. All signs and awnings must be in compliance with the city's zoning ordinance.

## Ineligible Improvements:

Signs and awnings that are not in compliance with the city's zoning ordinance will be ineligible.

## Work by program applicant:

The applicant(s) may perform the work themselves, although funding may be used only for the purchase of materials. Materials must be purchased, installed and inspected prior to the disbursement of funds.

## Application Processing:

The EDA Finance Team and Board of Directors will review all applications for final approval at their regularly scheduled meetings.

## Contractor / Permits:

A minimum of two bids per project must be obtained from contractors, the lower of which will be reimbursed, unless the work is done by the applicant. All required permits are the responsibility of the applicant.

\*\*\*Important: Please work with sign professionals and be clear about the sign specifications (i.e. wood vs. metal) when soliciting bids.

## Total Project Cost:

The EDA will consider funding requests up to \$1,000 towards the cost of replacing, repairing or purchasing new signs and/or awnings. If the total project cost exceeds \$1,000, the applicant is responsible for the difference.

## Work Completion:

Weather permitting; all projects must be completed within 120 days of the funding approval date.

If work is completed prior to obtaining funding approval, the applicant can submit an application requesting reimbursement under the guidelines of this program. If the applicant is seeking reimbursement, a final invoice must be included with the application. The final invoice must be dated within 60 days of the date the EDA receives the application.

## Disbursement Process:

After an inspection by the city and/or the EDA to verify completion of the work, a two-party check will be issued payable to both the program applicant and the contractor or materials supplier. Before funds can be released, the following must be received by the EDA:

- 1) Final invoice from contractor (or materials list from supplier).
- 2) Photograph(s) of completed project.
- 3) Confirmation of permit and final inspection.
- 4) Final inspection by the EDA.

**Please allow a minimum of 14 days from the time invoices are submitted for checks to be issued. The Hutchinson City Council approves all expenditures on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month and invoices must be received at least 8 days prior to the council meeting for their consideration. Please advise your contractors of this schedule.**

### **Applications can be dropped off at City Center or mailed to:**

Hutchinson Economic Development Authority  
City Center  
111 Hassan Street SE  
Hutchinson MN 55350

### **List of Sign Contractors located in Hutchinson and the surrounding area:**

#### **Viking Signs**

420 California St. NW.  
Hutchinson, MN 55350  
Phone: (320) 587-7644  
[vikingsignshutch@hotmail.com](mailto:vikingsignshutch@hotmail.com)

#### **Visual Effects Signs & Graphics**

945 5th Avenue SE #2  
Hutchinson, MN 55350  
Phone: (320) 455-0096  
[Dennis@visualeffectsgraphics.com](mailto:Dennis@visualeffectsgraphics.com)

#### **Crow River Signs**

123 Michigan St. NE  
Hutchinson, MN 55350  
Phone: (320) 237-9727  
[info@crowriversigns.com](mailto:info@crowriversigns.com)

#### **Innovative Foam**

945 5<sup>th</sup> Ave SE, Unit #8  
Hutchinson, MN 55350  
Phone: 320-583-5477  
[Foampro@innovativefoam.com](mailto:Foampro@innovativefoam.com)

**Please call the Hutchinson Economic Development Authority  
at (320) 234-5652 if you have any questions or need additional information.**