



City of Bixby, Oklahoma

# Façade Grant Program Application

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Applications for funding through the City of Bixby Façade Grant Program will be submitted to Development Services via mail to PO Box 70, 116 West Needles, Bixby, OK 74008 or email [Gwen Plante](mailto:GPlante@BixbyOK.Gov) (GPlante@BixbyOK.Gov Applications will be received on a rolling basis and reviewed monthly.

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## APPLICANT INFORMATION

Address of Project: \_\_\_\_\_

Building Owner: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Has the applicant reviewed Bixby Downtown Design Overlay Guidelines?

If Not, view the [Downtown Design Overlay Guidelines here.](#)

Yes  No

Construction schedule of project (commencement & completion):

\_\_\_\_\_  
\_\_\_\_\_

**A. Current Physical Condition of Project:**

*(If additional space is needed, please attach description as **Attachment A.**)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Proposed Modification of Project – written:**

*(If additional space is needed, please attach description as Attachment B.)*

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**C. Proposed Modification of Project – visual:**

Please attach a detailed drawing/rendering showing dimensions, architectural details, and labels, of the proposed finished project.

*Please attach as Attachment C.*

**D. Impact Statement:**

How will the project further the revitalization of downtown?

*(If additional space is needed, please attach as Attachment D.)*

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Number of current housing units on property:

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Number of new housing units created from project:

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Number of jobs currently in building:

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Number of jobs created after project completed:

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Square footage of storefront space rehabbed:

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Rent rate being offered in rehabbed storefront:

/SF for      yrs.

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**E. Building Ownership:**

Please include proof of building ownership as **Attachment E.**  
You may use the following site as a resource:

<https://www.assessor.tulsacounty.org/assessor-property.php>

**F. Building Ownership – organization:**

If the owner is a for-profit or non-profit organization, is a Resolution adopted by the Board of Directors which authorizes both the project and the application attached with the Minutes of the Meeting when it was adopted?

Yes  No  N/A

Please attach as **Attachment E.**

**G. Applicant’s Ownership Interests – other properties:**

Does applicant own or have ownership interest in other properties in Bixby?  
Yes  No

*(If yes, please list addresses. If additional space is needed please attach as **Attachment G.**)*

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Do the above properties comply with all applicable City of Bixby ordinances and regulations, including but not limited to, housing, building, zoning, fire, health and vacant and abandoned building regulations? Yes  No

**H. Property Signage:**

Do existing signs on the property comply with City Zoning regulations and overlay design standards? Yes  No  N/A

*If the above answer is **no**, or the applicant is proposing new signs, please describe the design materials and colors that will be used on the sign face, how the sign will be displayed, and any lighting proposed. If additional space is needed place attach as **Attachment H.***

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I. **Revenue Sources:**

Has the project secured private funding for project match?

Yes  No

*If yes, list other sources of funding and financing for this project, and whether the sources are already secured. If additional space is needed place attach as **Attachment I.***

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J. **Bids:**

*Please attach bid(s) for the proposed work as **Attachment J.***

What are the estimated costs for façade improvements? \_\_\_\_\_

How much assistance is the project requesting? \_\_\_\_\_

What is the construction schedule for façade improvements? \_\_\_\_\_

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K. **Certificate of Insurance:**

*Please attach a certificate of insurance for the individual/company bidding the work, **Attachment K.***



List of Exhibits

- Exhibit A Current Physical Condition (if additional room needed)
- Exhibit B Proposed Modification of Building (if additional room needed)
- Exhibit C Detailed Drawing/Rendering
- Exhibit D Impact Statement (if additional room needed)
- Exhibit E Proof of Building Ownership
- Exhibit F Resolution (if applicable)
- Exhibit G List of Applicant's Other Properties (if applicable)
- Exhibit H Sign Compliance (if applicable)
- Exhibit I Sources of Funds
- Exhibit J Bids
- Exhibit K Certificate of Insurance

Whereas, the City of Bixby, Oklahoma (“Bixby”), intends on implementing the “Downtown Bixby Façade Grant Program” which would authorize up to \$10,000 in matching grant funding for business structures to upgrade the building facades.

Whereas, the undersigned \_\_\_\_\_ and \_\_\_\_\_  
(state marital status) \_\_\_\_\_, (“Owner”) are/is the owner of the following  
described property:

Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ an addition to the City of  
Bixby, Tulsa County, State of Oklahoma, according to the recorded plat thereof. a/k/a  
(street address) \_\_\_\_\_.

Whereas, the owner desires to participate in the “Downtown Bixby Façade Grant  
Program”, subject to the terms and conditions thereof, and does hereby grant to Bixby  
an Aesthetic Infrastructure Easement for necessary onsite appearance enhancement  
covering the structure owned by Owner.

This Easement shall terminate on December 31<sup>st</sup>, 2022, unless extended by action of the  
Bixby City Council.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 202 \_\_\_\_.

Owner:

\_\_\_\_\_

City Official:

\_\_\_\_\_

Mayor Brian Guthrie

Note: This Easement will not be filed with the County Clerk’s Office, and accordingly will  
not show up on future abstracting.