

## **BELLEVUE DOWNTOWN GRANT APPLICATION PROCEDURES**

- (1) Complete the City of Bellevue Architectural Standards Board Application (ASB). This application is used to identify the building to be improved along with a description of improvements. Please make sure to sign the form as "Signature of Permittee". The ASB meets the first Monday of each month to review your request but I can ask for a special meeting at another time to review your request. The application is available at city hall, my office or on-line at [www.bellevuedevelopment.org](http://www.bellevuedevelopment.org).
- (2) As you are waiting for the ASB meeting please obtain three separate estimates for each improvement. Each estimate needs a breakdown between material and labor costs. As you are asking contractors to provide estimates please ask them to include prevailing wages rates if the on-site labor is \$2,000 or more. Prevailing wage is a national labor law that sets hourly rates for employees if the total labor cost is \$2,000 or more for on-site labor (meaning the site of your building). However, there are two exceptions:
  - (1) If the owner of the contracting does all the work, prevailing wage does not apply.
  - (2) If the owner of contracting company does some of the work and pays any employees who work on the job a total \$2,000 or less, prevailing wage does not apply.
  - (3) For current prevailing information please have your contractor(s) call Kevin Scagnetti, Bellevue City Engineer at 419.484.8400, ext. #5.
- (3) After choosing a contractor(s) a pre-construction meeting will be held to sign grant documents to proceed with the improvement. If you have more than one contractor each contractor will have a separate meeting. The contractor(s) are given up to 90 days to complete the work. Only pay contractors by check.
- (4) After the work is completed you are required to submit copies of the cancelled check(s) front and back along with a final invoice for the project so we can have a final contractors meeting to sign closing documents. When all the documents are signed and all required copies are submitted your reimbursement request will be processed. It takes from 7-10 business days to receive the rebate.

If your project requires additional State of Ohio approval there may be couple more steps to take and the possibility of filling out a few more forms that may apply to your project but not that much more to what has been stated.

### **ANY QUESTIONS ABOUT THE PROCEDURES PLEASE CONTACT ME ANY TIME**

110 W. Main Street  
Bellevue, OH 44811

PHONE 419.483.9700  
FAX 419.483.4259  
E-MAIL [r.panas@bellevuedevelopment.org](mailto:r.panas@bellevuedevelopment.org)  
WEBSITE [www.bellevuedevelopment.org](http://www.bellevuedevelopment.org)

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DOWNTOWN BELLEVUE ARCHITECTURAL REVIEW BOARD

*Certificate of Appropriateness*

NO. \_\_\_\_\_

\_\_\_\_\_

ling Address \_\_\_\_\_ County \_\_\_\_\_ Inlot/Outlot No. \_\_\_\_\_

**Applicant**

ie \_\_\_\_\_ Telephone \_\_\_\_\_  
 ress \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Architect or Engineer**

ie \_\_\_\_\_ Telephone \_\_\_\_\_  
 ress \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Contractor**

ie \_\_\_\_\_ Telephone \_\_\_\_\_  
 ress \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Improvements		Changes	
<input type="checkbox"/>	New Construction	<input type="checkbox"/>	Demolish Buildings on Lot
<input type="checkbox"/>	Addition to Building	<input type="checkbox"/>	Move Building on Lot
<input type="checkbox"/>	Use of Building	<input type="checkbox"/>	Move Building onto Lot
<input type="checkbox"/>	Building/Sign Width	<input type="checkbox"/>	Building/Sign Width
<input type="checkbox"/>	Building /Sign Length	<input type="checkbox"/>	Building/Sign Length
<input type="checkbox"/>	Building /Sign Height	<input type="checkbox"/>	Building/Sign Height
<input type="checkbox"/>	Buildings Now on Lot	<input type="checkbox"/>	Building Use now on Lot
<input type="checkbox"/>	Use of Buildings on Lot	<input type="checkbox"/>	New Building Use Added

l Cost of Construction \$ \_\_\_\_\_

ription of Proposed Changes: \_\_\_\_\_

**ditional Information Requested:**

- Site Plan \_\_\_\_\_ 2) Floor Plan \_\_\_\_\_ 3) Elevation \_\_\_\_\_  
 Photo of Existing \_\_\_\_\_ 5) Perspective Drawing of Proposed Project \_\_\_\_\_  
 Color Selection \_\_\_\_\_ 7) Material Samples or Descriptions \_\_\_\_\_

reby certify that the above statements are correct to the best of my knowledge.

ature of Permittee \_\_\_\_\_

\_\_\_\_\_ Not Approved \_\_\_\_\_ Approved with Stipulations \_\_\_\_\_ Approved

roved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_