



**CITY OF CARMEL HISTORIC FAÇADE
INCENTIVE GRANT APPLICATION**
A program of the Carmel Historic Preservation Commission

Applicant Name _____

Business Name _____

Property Address _____

Phone Number _____

Email Address _____

Estimated Start Date _____ **Completion Date** _____

Total Cost of the Project _____

Please attach the following support documents:

Appendix 1. Project description, including architectural renderings, where applicable. Paint color samples, where applicable.

Appendix 2. Photos of existing building and close-up photos of areas to be improved. Include historic photos, if available.

Appendix 3. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor.

Complete and return applications to:

Mark Dollase
Administrator, Carmel Historic Preservation Commission
Indiana Landmarks
1201 Central Ave.
Indianapolis, IN 46202

Or e-mail application to abrooks@indianalandmarks.org and mdollase@indianalandmarks.org.

Applications must be received by the deadline: Tuesday, September 2, 2025 at 5:00 PM

For assistance filling out this application, contact the staff of the Carmel Historic Preservation Commission at:

Alex Brooks, abrooks@indianalandmarks.org or 317-822-7908

Introduction

The Carmel Historic Preservation Commission was created by ordinance of the Carmel City Council in 2011, with the responsibility of surveying, planning for, and establishing historic districts within the City of Carmel. The purpose of establishing historic districts is to safeguard the heritage of the City by preserving areas that reflect elements of its cultural, social, economic, political, engineering, and architectural history.

Purpose

This packet contains information about the Historic Façade Incentive Grant administered by the City of Carmel Historic Preservation Commission. The purpose of this program is to make exterior improvements to historic properties within the City of Carmel. Historic Façade Grants will be matched with private investments to assist owners in restoring the appearance of their buildings.

Eligible Properties

Properties must be determined to be a historic resource within the City of Carmel. The property is not required to be owner-occupied, but the applicant must be the owner of record. Historic resources eligible for the Historic Façade Incentive Grant fall into two categories:

- Properties designated within local historic or conservation districts are eligible for a 50/50 matching grant for total approved project costs up to a maximum of \$20,000 per building (>\$50,000 total project cost).
- Properties identified within the 2014 Carmel Historic Architecture Survey are eligible for a 50/50 matching grant for total approved project costs up to a maximum of \$10,000 per building (>\$50,000 total project cost).

Funding

The program has been funded by the City of Carmel and will be administered by the Carmel Historic Preservation Commission. All funds awarded require a minimum matching dollar for dollar expenditure by the owner. Funds spent before grant approval are not eligible as matching funds. Applicants can apply for funding for their building each year, as long as their previous CHPC-funded projects have been closed out.

Program Criteria

- Priority will be given to buildings located within designated historic or conservation districts; however, the Historic Preservation Commission has the discretion to grant funds to other significant buildings if the need of improvements and benefit to the community is deemed to be substantial.
- The project should be a “substantial” rehabilitation of the historic resource with permanent aesthetic exterior improvements.
- Applicants must obtain one to two cost estimates for all eligible improvements for which funding is being requested, depending on the type of project. Bids must be made from the same scope of work by each contractor. Projects that are approved for funding will be based on the lowest and most qualified bids; however, applicants may select any of the submitted bidders to construct eligible improvements if the applicants choose to pay 100% of costs above 50% of the lowest qualified bid.
- Applicants are responsible for obtaining any local and/or state permits.
- All projects must comply with local and state ordinances and codes as well as follow the Secretary of the Interior’s Standards for the Treatment of Historic Properties (these Standards can be accessed here): <https://www.nps.gov/articles/000/treatment-standards-preservation.htm>.

- Construction documents should be prepared by an architect, design consultant, or contractor, preferably with experience in the building restoration field and shall be submitted prior to commencement of work.

Eligible Activities

- Window repair or replacement windows that match what is historically represented (i.e.: wood windows where there were originally wood windows).
- Wood details and/or siding repair or selected replacement in-kind of siding.
- Masonry repair.
- Painting or cleaning.
- Cornices, entrances, doors, decorative details, or awnings.
- Lighting, signs, window display areas which meet local codes.
- Other activities that restore the original exterior architecture.
- Architectural fees associated with the façade improvements.
- Exterior restoration of rear and side façades under special circumstances. Such circumstances may include but are not limited to, rear or side façades which are exposed to public right-of-way, have visual impact on the public view shed or are integral to the rehabilitation of the structure.
- Roof work when façade work is included in the request and performed concurrently.
- Structure reinforcement necessary to restore the façade(s) and/or roof.
- Activities that will relocate a historic property to a new site to prevent demolition, including house moving costs.

Ineligible Activities

- Interior work.
- Activities not visible from the public right-of-way, unless it is a necessary component of façade work.
- Activities inconsistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Entire siding replacement.
- Backlit or internally illuminated awnings.
- Demolition or acquisition of property.
- Building permit fees.
- Sidewalks or paving.
- Repair or creation of features not consistent with original architecture.
- Landscaping.

Application Procedures

- Prior to submitting an application, building owner shall contact the Carmel Historic Preservation Commission staff to discuss the proposed project and whether or not it meets the grant criteria. Staff will determine whether or not a pre-application on-site meeting will be appropriate and advise applicant on details of the Commission's review.
- Received grant applications are copied and distributed to members of the Carmel Historic Preservation Commission (CHPC) for review. The CHPC may desire to inspect the property and/or meet with the applicant to discuss the proposed project.
- Prior approval of the Historic Preservation Commission is necessary. You must submit a Certificate of Appropriateness application if the property is located in a designated local historic or conservation district. No work that has already been started will be eligible for funding through this grant.
- CHPC reviews and discusses the application at its regularly scheduled monthly meeting (the second Thursday of each month in the Carmel City Hall Caucus Room). It is in the best interest of the applicant to attend the CHPC meeting to answer questions the CHPC may have. If the application is denied, the applicant may revise the project and apply again if necessary.
- Projects must be completed within 18 months of approval. After 18 months, the applicant must re-apply for funds with no guarantee. Extensions may be granted on a case-by-case basis.
- Whenever possible, local (Hamilton County) contractors, materials, and tradesmen should be used for the work. Contractors, electricians, and other tradesmen should all be licensed in their fields.
- Upon completion of work, all receipts must be presented and a staff member from the Historic Preservation Commission must inspect the completed before disbursement of funds.
- No funding will be provided for work that deviates from the approved application, if the changes were not submitted and approved by the Historic Preservation Commission.
- The applicant must obtain all required building permits from the City of Carmel.
- Applicants must complete the attached form with the listed supporting documents.

Payment

For grant awards, a single payment is made upon completion of the project to the project applicant (building owner). The applicant must match the grant with personal funding. To receive the grant funds the applicant must:

- Notify the CHPC that the project has been completed. The project must be completed within 18 months of the award notification.
- Present evidence (invoices and paid receipts) to the CHPC that the total project costs have been paid. Submit a W-9 form to CHPC staff.
- Allow a CHPC staff member to inspect the completed project through a site visit.
- If the above conditions are met, the CHPC will certify to the Carmel Clerk-Treasurer that the completed project has been approved. Copies of paid receipts and invoices will be kept on permanent file.
- The CHPC will sign and submit a claim form to the Carmel Clerk-Treasurer for payment of the approved grant.
- CHPC will only distribute grant funds to the building owner, not directly to contractors or other project personnel.

APPLICATION CHECKLIST

(Check items where applicable)

General:

- _____ Application
- _____ Current photographs of the property to be improved
- _____ Historic images (if available)
- _____ Written description of proposed improvements

Major Façade Alterations:

- _____ Provide a rendering of major changes, including paint and awning colors, where applicable
- _____ Submit architectural renderings, if applicable
- _____ Submit written estimates from a minimum of two contractors

Paint:

- _____ Provide samples of the colors chosen and mark which color will be the body color and which will be the accent colors
- _____ Note where each color will be used
- _____ Submit written estimates from a minimum of two painters

Exterior Details:

- _____ Details (such as wood cornice) and proposed work
- _____ Product information (materials used)
- _____ Masonry repointing/repair specifications (mortar mix, color of mortar)

Windows:

- _____ Product information
- _____ Materials used

APPLICATION CHECKLIST
(Check items where applicable)

For Commercial Structures

Awnings:

- _____ Provide information about the color and style of awning chosen
- _____ Note where the awnings will be placed on the building
- _____ Submit written estimate

Signs:

- _____ Provide a color rendering of the design chosen
- _____ Include specifications as to the size and width of the sign
- _____ Note how and where the sign will be hung on the building
- _____ Submit a written estimate from the sign company
- _____ Type of illumination (if any)
- _____ How it will be mounted and projected