**1. Photographs:**

**Front facade photo –** this should be a recent photo taken straight on and include all parts of the façade (if necessary, take a sequence of photos to obtain the entire façade). Include a vertical scale against the building. This may be a person or pole placed against the building. Include the height of the person or pole on the back of the photo.

**Context photos** - Be sure to include several photos that show the building in relationship to its neighbors and to the sidewalk.

**Detail photos** - Photograph details such as cast iron columns, decorative brickwork, areas where applied alterations have been removed and windows (it may be necessary to photograph covered transoms or upper floor windows from inside) and items that apply to #7.

**Historic photo(s)** - Photos or other documentation of the building’s appearance during the period to which it is being restored (check with local newpapers, libraries, local historians and previous owners for any information).

**Letterheads/logos/etc** – This is optional but can be useful for suggesting design solutions.

Enclosures:  front facade  neighborhood photos  detail photos  letterheads/logos/etc

**2. General Information:**

Name of local Main Street Program**:**       Date of Request**:**

Who is requesting the assistance? (business or building owner):

What specific area would you like the Design Assistance Team to work on (i.e.-color scheme, logo, awning, storefront design, ADA, etc.)? Please be specific. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When would the building owner like to begin construction? :

**3. Building Information:**

Building Address**:**

Building Name (Historic or Common) **:**

Building Owner:       phone:       email:

Is the building in a local Historic District? :  yes  no On the National Register? :  yes  no:

Is local design review required for this building? :  yes  no

Type of Construction (check all that apply) :  brick  stone  concrete  wood  other

Are historic photos of this building available? :  no  yes (please enclose)

**4. Building Use:**

Will this remodel change the current use of the building? (if yes, explain) **:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Business name: | Business owner: | Phone: | Email: | Floor: | Participating  In Rehab? : |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**5. Estimated budget:**

Private Funds**:**       + Local Grant:       + Local Loan Pool:       = Total Budget:

**6. Will financial incentives be used on this project? :**

no  yes Historic Preservation Tax Credits  20% Federal  up to 20% State

no  yes Loan Pool (describe)

no  yes Grant (describe)

no  yes Other (describe)

**7. Problems with building (check all the following that apply and provide a photo of each of these issues) :**

roof leaking  windows leaking / broken or cracked glass

skylights leaking  windows missing / boarded up

gutters or downspouts non-functional  doors missing / boarded up

standing water at roof or basement  damaged / missing awnings

structural problems  rusting architectural metal

missing bricks  rotting / termite damaged wood

crumbling / missing mortar  painted brick / stone / concrete

other (describe)

**8. Items being considered for improvement (check all the following that apply) :**

roof work  exterior painting

masonry / repointing  signs

basement / foundation  awnings / canopies

heating / air conditioning  storefront restoration

electrical  transom windows

site improvements  entrances / doors

handicap access  upper floor renovations

rear entrance  interior updates

metal ceilings  transom windows

site improvements  upper/side windows

other (describe)

|  |
| --- |
| **Please don’t forget to include your photographs when you submit this form.** Send to:  Attn: Kentucky Main Street, c/o Kentucky Heritage Council, 300 Washington St., Frankfort, KY 40601 |