



**DAP (DESIGN ASSISTANCE PROGRAM)  
DOWNTOWN BUILDING OWNER APPLICATION  
FRIDAY APRIL 20, 2018 DEADLINE**

**PROPOSAL FORM/FORMAT (PLEASE COMPLETE SEPARATE PROPOSAL FOR EACH BUILDING)-  
See page 3 for application instructions**

**BUILDING OWNERS' NAME:** \_\_\_\_\_

**BUILDING ADDRESS:** \_\_\_\_\_

**BUILDING OWNERS' MAILING ADDRESS:** \_\_\_\_\_

**ATTACH/INCLUDE PARAGRAPH FROM THE DOWNTOWN XENIA HISTORIC DISTRICT NOMINATION AS PROOF BUILDING IS CONTRIBUTING IN THE DISTRICT. (<http://www.ci.xenia.oh.us/742/Historic-Downtown>) OR FROM 2014 APPROVED DCAP AREA MAP <http://www.ci.xenia.oh.us/DocumentCenter/View/3854> WITH NARRATIVE FROM [GREENE COUNTY HISTORICAL SOCIETY](#) UPDATE.**

**YOUR CONTACT: PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SELECTED ARCHITECTS NAME:** \_\_\_\_\_

**Designations with SHPO Consultant's List \_\_\_\_\_ (if not a 3 and 4, what other person within the firm will contribute meaningfully to this work? \_\_\_\_\_) ADD ADDITIONAL PAGES IF NECESSARY Find list at <https://www.ohiohistory.org/OHC/media/OHC-Media/Documents/HistArchMaster.pdf>**

**SELECTED ARCHITECTS NAME 2:** \_\_\_\_\_

**Designations with SHPO Consultant's List: \_\_\_\_\_ Attach web page with Architect's name circled/date of web.**

**PROPOSED GRANT SCOPE: (IDENTIFY THOSE DAP ELIGIBLE USES THAT WILL BE UNDERTAKEN WITH THIS GRANT IF FUNDED)**

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

**PRODUCT(S) TO BE DELIVERED UPON COMPLETION TO OWNER AND CITY:**

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

**ANTICIPATED TOTAL DESIGN/CODE ASSESSMENT COST ARCHITECT:** \$ \_\_\_\_\_

**PLEGGED MATCH FROM OWNER:** \$ \_\_\_\_\_

**CONTINUED ON 2<sup>ND</sup> PAGE**



**DAP (DESIGN ASSISTANCE PROGRAM)  
DOWNTOWN BUILDING OWNER APPLICATION  
FRIDAY APRIL 20, 2018 DEADLINE**

**ONCE COMPLETED, HOW DO YOU PLAN TO UTILIZE THE PLANS/ASSESSMENT IN THE SHORT/NEAR TERM?**

---

---

---

---

**ATTACH A DRAFT OF AIA OR SIMILAR CONTRACT TO BE EXECUTED BY OWNER AND ARCHITECT.**

**AFFIRMATIONS:**

**BY MY SIGNATURE BELOW, IF AWARDED THIS MATCHING GRANT, I**

- 1. PLEDGE MY INTENT TO MAKE SUBSTANTIVE REPAIRS OF CODE ITEMS AND DESIGN IMPROVEMENTS IN THE NEAR FUTURE BASED UPON THE COMPLETED ASSESSMENT**
- 2. PLEDGE TO AGGRESSIVELY SEEK SPECIAL FUNDING THROUGH STATE/FEDERAL/LOCAL TAX CREDITS OR PRIVATELY, BUT PLAN TO MAKE SUBSTANTIVE IMPROVEMENTS WITHIN A TWO YEAR PERIOD OF THIS ASSESSMENT WITH OR WITHOUT ADDITIONAL GRANT OR LOAN FUNDING.**
- 3. ACKNOWLEDGE THAT I HAVE READ THE DAP PROGRAM GUIDELINES AND TO THE BEST OF MY KNOWLEDGE WILL ABIDE WITH THESE REQUIREMENTS.**
- 4. ACKNOWLEDGE THAT THIS GRANT MUST BE MATCHED BY ME THE OWNER UP TO \$20,000**
- 5. ACKNOWLEDGE THAT THIS WORK WILL BE COMPLETED AND MY PORTION PAID FOR OR WORK COMPLETED BY THE DAP GRANT PERIOD DEADLINES.**


**OWNERS' SIGNATURE:** \_\_\_\_\_

**DATE OF OWNER'S SIGNATURE:** \_\_\_\_\_, 20\_\_\_\_

**ARCHITECT'S SIGNATURE:** \_\_\_\_\_

**DATE OF ARCHITECT'S SIGNATURE:** \_\_\_\_\_, 20\_\_\_\_

**FOLLOW APPLICATION INSTRUCTIONS ON PAGE 3 CAREFULLY.**



**EXPLORE  
XENIA**  
EXPLOREXENIA.COM  
**DAP (DESIGN ASSISTANCE PROGRAM)  
DOWNTOWN BUILDING OWNER APPLICATION  
FRIDAY APRIL 20, 2018 DEADLINE**

**DAP APPLICATION INSTRUCTIONS:**

**A. PRINT OUT 3 PAGE DAP APPLICATION, COMPLETE AND SCAN the DAP Application and all supporting documents.**

**B. THE DAP APPLICATION PACKAGE TO INCLUDE THE FOLLOWING:**

- First 2 pages of DAP Grant Application completed and executed by Owner and Architect Page with YOUR Building circled printed from the Downtown Xenia Historic District Nomination <https://www.ci.xenia.oh.us/742/Historic-Downtown> OR on the newer 2014 DCAP Area Map <http://www.ci.xenia.oh.us/DocumentCenter/View/3854> AND NARRATIVES FOR YOUR BUILDING ATTACHED. .
- Proof of consultant being Preservation Architect in April 2018 and listed 3 and 4 on that list (webpage with date-may need screen shot to include date) <https://www.ohiohistory.org/OHC/media/OHC-Media/Documents/HistArchMaster.pdf>
- Agreement between Owner and Architect- you choose Agreement with your Design Professional.

C. Email all of the above scanned docs to [mcrockett@ci.xenia.oh.us](mailto:mcrockett@ci.xenia.oh.us) by Friday, April 20<sup>th</sup> -

**EMAILED Applications must be received/dated on City Computer by 11:59 p.m. Friday, April 20<sup>th</sup> to be considered.**

**OR**

**D. MAIL (OR HAND DELIVER) Application with same attachments TO:**

DAP APPLICATION  
COMMUNITY DEVELOPMENT,  
City of Xenia  
107 E. Main Street  
Xenia, Ohio 45385

**SNAIL MAILED or HAND DELIVERED Application must be received and date stamped received by City of Xenia 5:00 p.m. on Friday, April 20<sup>th</sup> .to be considered.**

Questions? Contact Mary Crockett by phone at (937) 376-7286 or email at [mcrockett@ci.xenia.oh.us](mailto:mcrockett@ci.xenia.oh.us).

**THANK YOU FOR YOUR INTEREST IN OUR HISTORIC DOWNTOWN XENIA!**