



VILLAGE OF
PINCKNEY
DOWNTOWN DEVELOPMENT AUTHORITY

Pinckney DDA's Building Improvement Rebate Program Guidelines

Purpose for the Pinckney DDA Downtown Improvement Program

The Building Improvement Rebate Program is offered to improve and strengthen Pinckney's DDA district. By providing support and incentives, the DDA is working with property and business owners to encourage visual improvements to existing commercial building facades, signs, and awnings to enhance the businesses in the Pinckney DDA District.

In July 2005, the Pinckney DDA established a Downtown Building Improvement Committee and Building Improvement Rebate Program for the installation of signage awnings and façade renovations for downtown businesses. In May 2006, the program was expanded for all the businesses in the Pinckney DDA District. In December 2006, the program was updated to accommodate monthly submissions. In September 2013 the program was expanded to include the rear facades for Main Street businesses in the downtown area. Today, with emphasis on enhancing existing business and enticing and encouraging new business within the Village downtown, the DDA re-establishes the Building Improvement Program and will review the program annually in July of each year based on available funds.

The Program will provide property and/or business owners with cash rebates of up to 40% of the total cost of the project for materials up to a maximum of \$3,000 at the sole discretion of the DDA Board and as recommended by the Building Improvement Committee. Project plans, including estimated costs, are to be submitted to the Committee for review on a monthly basis. The Committee will review projects and make recommendation to the DDA Board.

Program Eligibility & Requirements

- The applicant must be the property owner or the business owner (renter). If the business owner (renter), does not own the property, a letter from the property owner approving the proposed improvements must be attached to the application.
- To be eligible for a cash rebate, the project must be approved prior to commencement of the improvement and be completed within one year of the application approval. All projects must comply with applicable ordinances and the necessary approvals and/or permits must be obtained before the payment of any rebates and can only apply toward material costs (labor costs are not part of this rebate program).
- Rebate payments will be available only for materials utilized in the project (not labor) and actual invoices/receipts must be submitted to the committee for reimbursement at the completion of the project. Rebates will only be paid after the completion of the project.
- The applicant must be current on all personal property, county, township and village tax payments and utility payments owed to the Village and have no outstanding fines or fees owing the Village of Pinckney.
- The property and/or applicant may not have any outstanding property and/or zoning violations.
- The property must be located within the legal boundaries of the Downtown Development Authority District and be operating a business.