



# SOUTH CORVALLIS URBAN RENEWAL APPLICATION FOR COMMERCIAL OR MIXED-USE CAPITAL PROJECTS

Applicant Details:	
Legal Business Name/Applicant: _____	
Applicant's Mailing Address: _____	
Primary Contact: _____	
Contact Phone: _____	Contact E-mail: _____
Legal Form of Applicant:	
<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corp <input type="checkbox"/> Limited Liability Company (LLC)	
<input type="checkbox"/> For profit <input type="checkbox"/> Nonprofit	
In which state are your articles of incorporation or organization documents filed? _____	
Have you ever filed for bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No              Number of Years in Operation: _____	
Project Overview:	
The project includes: <i>(Mark all that apply)</i>	<input type="checkbox"/> Commercial
	<input type="checkbox"/> Mixed-Use
The project includes: (Mark all that apply)	<input type="checkbox"/> Grant
	<input type="checkbox"/> Revolving Loan
Project/Activity Title: _____	
Project/Activity Address: _____	
Property Tax Account Number(s): _____	
Current owner of the property (if not applicant)/name in which the title is held: _____	
Mailing Address of property owner: _____	
AUTHORIZATION TO UNDERTAKE WORK: If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken (Typically this is in the form of a lease or other written permission).	
<input type="checkbox"/> Evidence of authorization attached <input type="checkbox"/> N/A	

## CERTIFICATION

The Applicant understands and agrees to the following conditions:

1. Any physical improvements proposed must be approved by the City of Corvallis Community Development and Development Services.
2. Commitment of Funds will not be processed until the Applicant satisfies all conditions.
3. Any work begun before receipt of a Commitment of Funds notice is ineligible for reimbursement or payment.
4. Any work deviating from that detailed in the Commitment of Funds must be preapproved in writing to be eligible for reimbursement.
5. While only proprietary information may be held in confidence outside of the public record, the City and CURA will attempt to maintain all information provided in a confidential manner if it is not required to be released by law.
6. Originals of all materials prepared with City or CURA assistance belong to the funding entity and will be maintained in the public record.
7. Application must be completed in its entirety before being considered; if not, it will be returned for completion.
8. Staff is authorized to independently verify any and all information contained in this application. The City may withhold approval of this application until information satisfactory to the City is provided.
9. If the Applicant is not the owner of the property to be assisted or if the Applicant is an organization rather than an individual, the Applicant is required to certify that s/he has the authority to sign and enter into an agreement to receive the assistance requested and to perform the work proposed. Evidence of this authority is attached and included as a part of this application by reference.
10. The applicant acknowledges that a Commitment of Funds may include a combination of grant or low interest loan assistance determined by CURA funding availability, proposed public benefits, and taxable values generated by a proposed project.

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance and is true and complete to the best of the Applicant's knowledge.

Signatures of authorized representatives:

\_\_\_\_\_  
Authorized Representative Name and Title

\_\_\_\_\_  
Applicant Organization

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Return Application and any attachments to:**

**City of Corvallis, Christopher Jacobs [ [economic.development@corvallisoregon.gov](mailto:economic.development@corvallisoregon.gov) ]**

**Site Details:**

Site Address:

Please indicate the ownership of the property:      ☐ Own                      ☐ Under Contract                      ☐ Made an Offer                      ☐ Lessee

Has the building or property been vacant for 1 year or more?                      ☐ Yes                      ☐ No

Does the project include any activities that will disturb the ground? (e.g.: Construction/Landscaping/Hardscape)                      ☐ Yes                      ☐ No                      ☐ N/A

Is the site located in a floodplain?                      ☐ Yes                      ☐ No                      ☐ N/A

Are there any known wetlands on or adjacent to your project site?                      ☐ Yes                      ☐ No                      ☐ N/A

Are there any known aboveground storage tanks on or adjacent to your project site?                      ☐ Yes                      ☐ No                      ☐ N/A

Will the proposed improvements bring a building or site up to current code compliance?                      ☐ Yes                      ☐ No                      ☐ N/A

Will the proposed business have its first location at project site?                      ☐ Yes                      ☐ No                      ☐ N/A

Has the applicant received previous public grant or loan awards at this location within the last 3 year?                      ☐ Yes                      ☐ No                      ☐ N/A

Does the applicant certify the project would not be financially feasible without support?                      ☐ Yes                      ☐ No                      ☐ N/A

Is the project ready to submit for permits or begin construction within 3 months of grant award and be completed within one year of Commitment of Funds?                      ☐ Yes                      ☐ No                      ☐ N/A

Does the project significantly improve energy efficiency of the building or improves renewable energy production?                      ☐ Yes                      ☐ No                      ☐ N/A

Has the applicant considered Commercial Property Assessed Clean Energy Programs?                      ☐ Yes                      ☐ No                      ☐ N/A

Are there any known environmental hazards or issues on or adjacent to your project site?                      ☐ Yes                      ☐ No                      ☐ N/A

Have you conducted a phase 1 or phase 2 environmental assessment for the property?                      ☐ Yes                      ☐ No                      ☐ N/A

### Project Details:

#### **Project Management:**

The project manager will be: \_\_\_\_\_

The project manager is a(n): ☐ Employee ☐ Consultant ☐ Contractor ☐ Other: \_\_\_\_\_

Has the manager completed similar projects before? Yes (#: \_\_\_\_ ) ☐ No

Other team member and role: \_\_\_\_\_

Other team member and role: \_\_\_\_\_

#### **Scope of Work:**

Has a detailed scope of work and cost estimate been developed for the project?

☐ Yes

☐ No

☐ N/A

Was the City's Planning Division contacted to ensure the project is permissible on the site selected?

☐ Yes

☐ No

☐ N/A

Was the City's Development Services Division consulted to address any building life or safety concerns?

☐ Yes

☐ No

☐ N/A

Does the project involve any demolition?

☐ Yes

☐ No

☐ N/A

Have construction documents been completed for the project?

☐ Yes

☐ No

☐ N/A

Have the construction documents been reviewed by Development Services?

☐ Yes

☐ No

☐ N/A

When do you plan to begin project work?

\_\_\_\_\_

When do you plan to complete project work?

\_\_\_\_\_

How much will the project improve taxable property values?

Describe in detail the proposed scope of work:

**South Corvallis Urban Renewal Agency**  
**Commercial Program Rules**  
**Required for both Grant and Loan Programs**

**Eligible Projects**

No single property or applicant may receive grant funding more than once every five years. The following improvements are eligible for Program funding:

- Woodwork and architectural metal repair, cleaning, restoration, painting, or replacement.
- Masonry repairs, tuck pointing, or low-pressure cleaning.
- Exterior painting.
- Window and door repair, restoration, repainting, or replacement.
- Cornice or parapet repair, restoration, or replacement.
- Awning repair, restoration, or installation.
- Exterior lighting fixtures.
- Exterior lighted and two-dimensional signage.
- Removal of after-installed facades along with restoration of vintage elements.
- Site improvements and infrastructure needed to meet code compliance
- Public improvements such as utility connections, road improvements, etc.
- New construction
- Interior or exterior rehabilitation
- Interior painting, design and/or equipment buildout
- Insulation
- Electrical
- Plumbing
- Carbon Footprint Reduction

Ineligible project costs include refinancing or paying off existing debt, property acquisition, building or sign permit fees, property appraisal costs, vehicles and other equipment not permanently attached to the site, legal fees, or loan origination fees, labor costs paid to the owner/applicant or relatives of owner/applicant. Signage may be considered as an element of a larger façade redesign but not as a standalone expense. Architect or Design Professional expenses may not exceed 20% of the total grant or loan award. Purchase of inventory, promotions, or business venture expansions do not qualify.

**Other Required Documentation**

- a. Acknowledgement of Program Rules
- b. South Corvallis Urban Renewal Agency Revolving Loan Fund Program Agreement and/or
- c. South Corvallis Urban Renewal Agency Grant Agreement
- d. Property deed with legal description of property
- e. Proof that all property taxes are paid and current
- f. Proof of property and liability insurance
- g. Copy of Lease Agreement and Letter from Owner authorizing the project and this loan application
- h. Two (2)-contractor quotes/construction bids for total project
- i. Photographs of proposed project site
- j. Rendering of completed project (for façade only)
- k. Completed Form W-9
- l. Project Budget

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**South Corvallis Urban Renewal Agency**  
**Grant Program Supplemental Questions**

**\*\*This section is not required for Revolving Loan Fund Applications\*\***

The South Corvallis Urban Renewal Agency may approve grant awards of \$75,000- \$250,000 for a single project via a competitive process. If grant funds are not allocated at the first solicitation, the URA will solicit applications no more frequently than quarterly until the \$250,000 budget is exhausted. Grant funding is limited and highly competitive, projects must:

A. Demonstrate Financial “But-For” Argument

B. Demonstrate a clear return on investment by adding taxable value within the South Corvallis Urban Renewal District, or; Identify and contribute three “Public Benefits” as described in section 3.

## **1. Proposed Project Information**

Proposed No. of Parking Spaces: \_\_\_\_\_

Proposed Lot Coverage: \_\_\_\_\_

Building Footprint: \_\_\_\_\_

Building Square Footage: \_\_\_\_\_

Commercial Square Footage: \_\_\_\_\_

Total Number of Dwelling  
Units: \_\_\_\_\_

Total Height: \_\_\_\_\_

## **2. Unit Mix**

<b>Unit Size</b>	<b>#Units</b>	<b>Avg. Sq Feet Per Unit</b>	<b>Proposed Avg. Rental Rate</b>
Studio / Efficiency			
One Bedroom			
Two Bedroom			
Three Bedroom			
Four Bedroom			
Five Bedroom			
Commercial / Retail			
ADA Accessible			
Total			

### **3. Required Public Benefits**

To qualify for the exemption, the applicant must propose and agree to include in the proposed project, three or more of the following public benefits from this section.

#### **3a. Public Infrastructure**

A development project will satisfy one public benefit requirement by providing for priority public infrastructure projects as identified in the City of Corvallis' master plans, Capital Improvement Plan (CIP), or Strategic Operational Plan (SOP), with an investment of at least \$100,000.

#### **3b. Placemaking or Active Public Spaces**

The development project provides amenities beyond City standards such as shared community space, public plazas, green space as the centerpiece of the development, active frontage, art, wayfinding, pedestrian-oriented design features, common meeting rooms, or spaces meant for people to spend ample time and build community. More than 10% of the site area must be dedicated as publicly accessible open space with usable amenities to meet this criterion.

#### **3c. High Quality Urban Design/Special Architectural Features**

- 1) The development provides high quality landscaping and architecture and/or other elements beyond what the City of Corvallis currently requires.
- 2) The development may include special architectural features; use of extraordinary materials or restoration of missing historic features based on photographic or physical evidence. Proposed architectural features must receive approval from the Historic Resources Commission before commencing work, if applicable.

#### **3d. Sustainable Building and Climate Mindfulness**

A development project will satisfy one public benefit requirement by acquiring and maintaining any of the energy efficiency certifications listed below or providing solar installation that provides 20% or more of the building's energy consumption.

- Energy Trust New Buildings Path to Net Zero
- LEED Platinum
- Earth Advantage Platinum or higher

#### **3e. Local Labor, Materials, or Ownership**

A development project will satisfy one public benefit requirement by locally sourcing 25% of the total project cost as evidenced by the applicant in the form of paid invoices. Local is defined as labor, material, or ownership originating in Benton County, Oregon.

#### **3f. Economic Opportunities**

A development project will satisfy one public benefit requirement if applicant can demonstrate 10% or more of the total project costs will include work with contractors and/or companies that are owned by disadvantaged, minority, women, or service-disabled individuals, or an emerging small business as defined by a company in operation for less than 3 years.

### **3g. Economic Catalytic Effect**

A development project will satisfy one public benefit requirement if it will include spaces that result in a significant economic catalytic effect that will provide a broad range of benefits to the community as deemed by staff review and City Council. The applicant must demonstrate that the development project will likely cause a significant, permanent multiplier effect for other businesses in the City of Corvallis in terms of increased employment and/or increased revenues.

### **3h. Retrofitting Existing Buildings**

A development project will satisfy one public benefit requirement if it will involve retrofitting existing building in one or more of the following ways:

1. Safety improvements beyond code minimums for seismic resiliency, ADA improvements and/or sprinkler installations
2. Rehabilitation of a designated historic building

### **3i. Connectivity Improvements**

A development project will satisfy one public benefit requirement if the project will include additional non-required connectivity developments including paths, roads, etc. The proposed connectivity improvements must exceed typical City of Corvallis requirements and may not be considered eligible if deemed a duplicative public infrastructure benefit.

### **3j. Childcare Facilities**

A development project will satisfy one public benefit requirement by providing childcare facilities within the proposed project and demonstrates how those facilities will be provided beyond the duration of the exemption. If a childcare facility or any other public benefit ceases to exist to function effectively, the applicant must provide an offsetting public benefit or risk converting the grant into a loan for repayment.

### **3k. Abandoned, Vacant, or Underdeveloped Properties**

A development project will satisfy one public benefit requirement if the applicant includes a detailed description of how this project will remedy a severely blighted building or property. “Blighted areas” means areas that by reason of deterioration, faulty planning, inadequate or improper facilities, deleterious land use or the existence of unsafe structures, or any combination of these factors, are detrimental to the safety, health or welfare of the community. Improving the underdevelopment or vacant status of a property will not suffice to meet this standard without removing blight as defined by state statute.



4. Outline project costs:

Describe the means you used to estimate or determine project costs. Have you reviewed estimates and the overall project to determine whether there are lower-cost alternatives to the proposed activities? Have you anticipated cost increases during the term of the project? What is the estimated value of the project upon completion? Please provide a basis for valuation upon completion.

5. Outline project revenues:

Describe the annual operational revenues expected from the project. Is the project financially feasible without public support and what is the funding gap needed for project feasibility? Explain why this funding is necessary to ensure project completion and where else you have looked for funding.

6. Funding Sources:

Please list below the sources of funding you anticipate using to complete development of your project. List the amount of funding you are seeking first in this application, followed by other sources. Include the amounts secured/sought, whether they are a loan, grant, or other type of funding (e.g., in-kind, donated materials/labor, owner equity, etc.), the terms if a loan, and the status of your request or application.

Source	Amount	Type (Grant, Loan, other)	Terms	Status (Applied, Committed, In Hand, or Unknown)
City of Corvallis/CURA (this application)				

7. Applicant Capacity:

Please describe similar projects your organization has carried out in the last five years and the experience of the development team. How long do you intend to hold the property?

8. Corvallis Urban Renewal Plan Goals:

Describe how this project will further the goals of the Urban Renewal District and what value your project brings to the South Corvallis Urban Renewal Area. The goals of the South Corvallis Urban Renewal District may be found on page 16 of the following link: <https://archives.corvallisoregon.gov/internal/ElectronicFile.aspx?dbid=0&docid=1094410>

Grant Program Documentation Checklist*		
Documentation of site control and the legal description of the property	Included	Not Applicable
Copy of the appraisal for the project		
The current scope of work for the project		
Market studies/analysis utilized in determining the need for the project		
Inspection report(s) used to create the scope of work or cost estimates		
If applicable, SHPO determination letter for the project		

\* Other documents may be requested as needed

## 9. Application Finalization Worksheet

### Application Fee Information

An application fee of \$5,000 should be made payable to City of Corvallis at the time of submission for grant project applications exceeding \$100,000. Applicants will also be responsible for paying for independent third-party pro forma analysis within 30 days of invoicing for grant applications exceeding \$100,000. Additional costs must be paid prior to the Urban Renewal Agency acting on the application or it may be used as a basis for denial.

### Property Owner Authorization

If the applicant is not the current property owner, the applicant must have the property owner sign on the application below.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

### Application Verification

I swear or affirm that all information contained in this application is accurate and all statements are true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_