



DEVELOPMENT CORPORATION OF

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SNYDER, TEXAS

# **ECONOMIC IMPROVEMENT INITIATIVE AGREEMENT FY 2023/24**

## Economic Improvement Initiative Agreement Project Guidelines

### Introduction

The Development Corporation of Snyder (DCOS) Economic Improvement Initiative Agreement is designed to assist property and business owners in enhancing and improving the facade of their buildings and encourage further revitalization of Snyder.

**The Economic Improvement Initiative Agreement will provide a seventy-five percent (75%) reimbursement of the eligible total project cost, up to \$25,000 maximum.**

### Eligibility Criteria

The following criteria must be met for participation in the Economic Improvement Initiative Agreement:

1. Any given property address must not have received more than \$25,000.00 in an Economic Improvement Initiative Agreement from DCOS within the past two years.
2. Applicants must be commercial property owners located within Snyder city limits.
3. Applicants must be up to date on all municipal taxes prior to participation in the Initiative .
4. Applicants must not have any city liens filed against any property owned by the Applicant; including but not limited to code enforcement liens or tax liens.
5. Applicants must comply with all state and local laws and regulations pertaining to licensing, permits, building code and zoning requirements.
6. The overall objective of the Initiative is to improve the facade exterior, visibility, and presentation of a property; the DCOS has the discretion to decline an application.
7. Elected, appointed, or staffed officials of the City of Snyder or Scurry County or the Development Corporation of Snyder, or their immediate family, are not eligible to apply.

### Design Principles and Guidelines

Improvements to be funded by the Initiative must be compatible with the character and architecture of the individual building. Buildings with historically significant architectural qualities are strongly encouraged to restore and maintain these features. Improvements for buildings not having such architectural features should be carefully considered and be seen as an opportunity to substantially enhance the appearance of the buildings and their streetscapes.

**Please see “Design Guidelines” for eligible enhancement criteria.**

### Initiative Assistance

Funding offered is a matching agreement in which the DCOS reimburses the applicant seventy-five percent (75%), up to \$25,000 for the Initiative. Applicant’s match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks, but may not be “in-kind”. The City of Snyder (City) has agreed to waive permit fees and other similar fees for businesses selected for the Economic Improvement Initiative.

## **Procedures**

All prospective applicants must follow the procedures in the order outlined below:

1. Be sure you meet the Initiative requirements.
2. Contact DCOS staff with any questions you have before applying for the Initiative.
3. Submit a completed Economic Improvement Initiative Agreement application.
4. The DCOS will review the application and determine if the application satisfies the Design Guidelines, and determine in its sole and absolute discretion, if the proposed project represents an appropriate expenditure of DCOS funds and whether or not the proposed project will appropriately impact a property in need of revitalization, resulting in improved exterior visibility and presentation of the business in eligible area.
5. If approved by the DCOS (and City of Snyder if amount exceeds \$10,000), the applicant will be given a Notice to Proceed, fully executed Economic Improvement Initiative Agreement, and a Performance Agreement. Any work completed prior to receiving the Notice to Proceed, signed Initiative, and Performance Agreement will not be reimbursed.
6. Applicant will have 180 days from the date of the Notice to Proceed to begin implementation of approved improvements. Applicant must provide DCOS with copies of all building permits and certifications received from the improvement project.
7. Contractor will construct project improvements as specified in the final design. Any changes to the approved plan must be approved by the DCOS.
8. The applicant will have 180 days to complete said project (from the Notice to Proceed date). Applicant can apply to staff for an extension on a case by case basis.
9. Applicant will notify the DCOS when the project is complete. DCOS will conduct the necessary inspections to ensure improvements comply with final drawings and all necessary building and zoning codes.
10. Applicant will submit copies of all paid invoices to DCOS.
11. DCOS will issue a reimbursement check to the applicant.
12. Applicant agrees to display DCOS Partnership signage in a visible frontage location (window) for one year.

## **Termination**

DCOS has the right to terminate any agreement under the Initiative if a participant is found to be in violation of any conditions set forth in these guidelines in accordance with the Economic Improvement Initiative Agreement.



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### Economic Improvement Initiative Agreement

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_

Building Age: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

*Attach a narrative describing proposed improvements and how the improvements will complement the surrounding area:*

Project Expenditures	Estimated Costs	Agreement Requested
Façade/Building Rehab		
Signage/Lighting		
Architectural Elements		
Landscaping		
Other		
Total		

Total Cost of Proposed Project \$ \_\_\_\_\_

Total Agreement Request

(May not exceed 75%, up to \$25,000) \$ \_\_\_\_\_

*Application submittal should also include the following:*

1. Photographs clearly showing existing conditions
2. Diagram, sketch, paint chips, or renderings showing the proposed improvements
3. Contractor quote(s) for exterior façade improvements
4. Historic photographs of the building if possible

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Applicant Signature

Date

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Owner Signature  
(If different from Applicant)

Date

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DCOS Representative  
"Notice to Proceed"

Date

Completed application and all required supporting documents should be submitted by **September 29, 2023 by 4:00 p.m.**

**Completed applications may be submitted in person or via email ([info@growsnyder.com](mailto:info@growsnyder.com)).**

(Office Use Only)

Date Submitted:	
Approval Date:	
Completion Date:	



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