

Design Assistance - Request Form

PART 1: Please complete and return to the Main Street Office.



PROGRAM INFORMATION:

Executive Director: Staci Bolay

Main Street Office Address: 325 N 7th Street, Perry, OK 73077 (P.O. Box 188)

Phone: (580) 336-1212 Email: info@perrymainstreet.com

PROJECT INFORMATION:

Building Owner:

Mailing Address:

Phone/Email:

Building's Historic Name: Common Name:

Current Business Name(s):

Building Address:

Date of Assistance Request:

Planned Construction Date: Budget:

Investment Tax Credits: 10% (pre 1936), or 20% (certified NRHP/SHPO)

PROJECT DESCRIPTION:

Type of project planned:

Existing Condition of Building:

Description of Work Planned:

ADDITIONAL MATERIALS REQUIRED

- Historic photographs of building from as many periods as possible (minimum two). If possible, photographs should include a date and credits. There are probably some good resources in your community to find these photos (library, newspaper, family, etc.). The Oklahoma Historical Society has an online photo archives: <http://okhistory.cuadra.com/star/public.html>. If you have trouble locating historic pictures, contact your local Main Street office for assistance.
- Short narrative of building history - including building owners, occupants, and notable events or historic personalities associated with building.
- A current photograph may be substituted if there is adequate information showing the original character of the building. But, if the building façade has a metal slipcover obscuring the original character of the building, a historic photograph of the building will be required.
- Current photograph of the building's primary façade - side(s) that face a street. Additional close-up photographs of the storefront or any covered windows can be helpful - this might require some exploration from the inside.
- Measurement of the façade width, from property line to property line. Generally, this is the overall width of the building. Width: Feet Inches
- National Register Nomination form (if building is on register or in district).
- After review and approval by local Design Committee please send copy of request, documentation, and photographs to:

Larry Lucas, Designer
Oklahoma Department of Commerce
Oklahoma Main Street Program
900 N. Stiles Ave.
Oklahoma City, OK 73104

The Oklahoma Main Street Program provides this Design Assistance to official Oklahoma Main Street Programs at no cost to the building owner or community. The undersigned building owner understands that the value of the Design Assistance is \$2,000.00.

Building Owner

Date

Design Committee Chairman

Board President



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PART 2: Additional information to be gathered by local program.

GENERAL SCOPE OF WORK:

- Retain existing storefront
- Demolish existing storefront and construct new storefront
- Remove existing applied façade/ metal slip cover
- Expose transom windows / upper story windows
- Execute maintenance only for existing conditions

SPECIFIC WORK:

Notes:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Are original doors in place?	Type of doors? Wood / Aluminum	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there transom windows?	<input type="checkbox"/> Exposed <input type="checkbox"/> Boarded up <input type="checkbox"/> Concealed by awning or slip-cover	
	Condition of transom windows?	<input type="checkbox"/> Good <input type="checkbox"/> Repair <input type="checkbox"/> Missing	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are upper story windows original?	<input type="checkbox"/> Exposed <input type="checkbox"/> Boarded up	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are upper story windows in good condition?		<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is roof - skylights leaking?	Year roof last replaced?	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are gutter and downspouts in good condition?		<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is masonry painted?		<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is tuck-pointed needed?	Note:	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Any historic metal elements?	Condition: <input type="checkbox"/> Good <input type="checkbox"/> Repair <input type="checkbox"/> Missing	
	<input type="checkbox"/> Steel beams <input type="checkbox"/> Cast iron columns <input type="checkbox"/> Metal cornice	Other	<input type="text"/>
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a canopy or awning in place?	<input type="checkbox"/> Retain <input type="checkbox"/> Repair <input type="checkbox"/> Replace	
	Type of awning preferred?	<input type="checkbox"/> Canvas <input type="checkbox"/> Flat <input type="checkbox"/> Aluminum	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is existing signage to be replaced?	Note:	<input type="text"/>
	Type of sign preferred:	<input type="checkbox"/> Flush Mounted <input type="checkbox"/> Hanging <input type="checkbox"/> Window Other	<input type="text"/>
	Preferred color for building and signage	First choice:	<input type="text"/> Second choice: <input type="text"/>

Additional Comments / Wish List:

Sample Agreement for Design Assistance - (between local program and building owner):

1. I understand that the Main Street Designer will meet with me (and other individuals who own, lease, or otherwise have interest in the property) on the site to observe the building as part of the Design Assistance if it is deemed necessary by the Main Street Designer.
2. I understand the Main Street Designer addresses issues that relate to the street elevations of my property, that the drawings are schematic in nature, and if any structural issues arise, I will retain the services of a licensed structural engineer or other professional(s), as needed.
3. I understand all recommendations comply with the Secretary on the Interior's Standards for Rehabilitation, the Investment Tax Credit requirements, and the Oklahoma Design Guidelines.
4. I understand that I will receive services from the Main Street Designer, which may include a drawing of the primary street elevation (storefront) or memoranda as deemed necessary to facilitate the rehabilitation of my property's facade. This may include a Scope of Work checklist, a preliminary Cost Estimate, an accompanying memorandum, paint selections, and awning recommendations (if any). Recommendations for signage include placement and size, but do not include specific graphic design.
5. I understand that there is a limited amount of Design Assistance available to my town, and that I am not paying for this Design Assistance. By signing this agreement, I am confirming that I have read, understand, and agree to the above. I agree to follow items 1-4 as my responsibility to meet the Design Assistance criteria.

Building Owner

Date

Mailing Address