

HISTORIC DISTRICT GRANT PACKET

FISCAL YEAR 2027 QUARTER ONE

JULY 1, 2026 – SEPTEMBER 30, 2026

THIS APPLICATION CYCLE IS NOT RETROACTIVE FOR WORK ALREADY COMPLETED.

INFORMATION GUIDE AND APPLICATION

HISTORIC DISTRICT COMPETITIVE GRANT INFORMATION GUIDE

MISSION STATEMENT:

The Historic District Grant Program is designed to financially incentivize the Preservation, Rehabilitation, and Restoration of Historic Structures and Sites designated on the City's Historic Sites Inventory to create a community that honors its past and encourages Historic Preservation.

ELIGIBILITY:

Property owners of Significant or Landmark Historic Sites on Park City's Historic Sites Inventory may apply for a 50% matching competitive grant. Eligible work may include interior and/or exterior repair, Preservation, Rehabilitation, or Restoration, including Historic Architectural features and structural elements, as well as mechanical systems.

Depending on the existing conditions and specific project scope, some examples of eligible work include, but are not limited to:

- Repairing/Restoring/replacing windows
- Repointing masonry
- Restoring historic retaining walls
- Repairing or replacement of historic foundation
- Repairing or replacing roofs
- Painting exterior
- Electrical updating
- Upgrading mechanical systems
- Upgrading insulation
- Reconstructing Historic porches
- Restoring Historic features
- Lead, asbestos or mold abatement

Ineligible Work includes, but is not limited to:

- Acquisition costs
- New additions
- Landscaping/flatwork
- Interior remodeling/new finishes
- Interior paint

EMERGENCY GRANT

Property owners may apply for an emergency grant up to \$5,000 for Emergency Repair Work defined in the Land Management Code as:

- *Work requiring prompt approval because of an imminent threat to the safety or welfare of the public or to the structure or site. The scope of the approval for emergency repair work shall only be to the extent related to stabilizing or repairing the emergency situation.**

**The approvals for emergency repair work shall be limited to the scope of the emergency work.*

COMPETITIVE GRANT

Property owners may apply for a competitive grant of up to 50% of the cost to preserve, rehabilitate, or restore a Historic Structure:

- **Preservation:** *The act or process of applying measures necessary to sustain the existing form, integrity, and materials of a Historic Property. Work, including preliminary measures to protect and stabilize the Property, generally focuses upon ongoing maintenance and repair of Historic materials and features rather than extensive replacement and new construction.*
- **Rehabilitation:** *The act or process of making possible a compatible Use for a Property through repair, alterations, and additions while preserving those portions or features which convey its Historical, cultural, or architectural values.*
- **Restoration:** *The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of removal of features from other periods in its history and Reconstruction of missing features from the restoration period.*

Application:

Applications may be submitted to the Planning Department July 1, 2026 through September 30, 2026 for Quarter 1 of the 2027 Fiscal Year. Applications are submitted for Historic Preservation Board for review at their next regularly scheduled meeting, held on the first Wednesday of each month in Park City Council Chambers, 445 Marsac Avenue.

Work proposed to be completed with grant funds must be completed within one year of approval.

You may email a digital PDF application to planning@parkcity.gov* or submit paper application to the Planning Department in City Hall at 445 Marsac Avenue, Park City, Utah 84060.

Mailed applications shall be addressed as follows:

Park City Municipal Corporation
ATTN: Park City Planning Department
PO Box 1480
Park City, UT 84060

*Note we cannot accept emails 8MB or larger. Larger files must be sent through a file sharing service

Please review and initial the following prior to submitting your grant application:

_____ 1) I (we) understand I (we) will be required to provide copies of 1) invoices for the work, 2) proof of payment (e.g. receipts, invoices marked "paid", etc.), 3) a W-9 (grant income must be reported on income taxes), 4) a title report to confirm property legal description, and 5) photographs of the completed work. These items must be submitted to the City once the work is completed in order to begin the release of the grant monies.

_____ 2) I (we) understand I (we) will be required to sign a Historic Preservation Agreement, Trust Deed, and Trust Deed Note and record such instruments with the Summit County Recorder's Office for a term of 5 years, to ensure the property is not sold within five years of grant reimbursement. Following the passage of 5 years and satisfaction of the requirements of the Historic Preservation Agreement the City shall, upon written request, record a release of these documents with the Summit County Recorder's Office.

_____ 3) I (we) understand a grant award exceeding \$25,000 USD will require the recordation of a Historic Preservation Easement on my (our) property. In the event my (our) project is awarded \$25,000 USD or more, I (we) agree to provide a Historic Preservation Easement to Park City Municipal Corporation in a form acceptable to the City Attorney and agree to have such easement agreement recorded on my (our) property with the Summit County Recorder's Office.

_____ 4) I (we) understand Park City Municipal Corporation is constructing a database of current and prior grant award recipients' projects. This database may include exterior photographs of my (our) property but will not include interior photographs of the property. Before /after photos of the exterior of the Historic Structure may be used on the City's Historic Preservation webpage. I (we) understand participation in this database and permission to include the images on the City's website is voluntary and (select one):

_____ **AGREE TO PARTICIPATE**
_____ **DO NOT AGREE TO PARTICIPATE**

HISTORIC DISTRICT COMPETITIVE GRANT APPLICATION

For Office Use Only

ADMINISTRATIVE REVIEW

PROJECT PLANNER

APPLICATION #

APPROVED

DATE RECEIVED

AMOUNT

EXPIRATION

DENIED

BLDG PERMIT

PROJECT INFORMATION

NAME:

ADDRESS:

TAX ID:

OR

SUBDIVISION:

OR

SURVEY:

LOT #:

BLOCK #:

APPLICANT INFORMATION

NAME:

MAILING

ADDRESS:

PHONE #:

() -

FAX #:

() -

EMAIL:

APPLICANT REPRESENTATIVE INFORMATION

NAME:

PHONE #:

() -

EMAIL:

PRIMARY

ADDRESS:

If you have questions regarding the requirements on this application or submittal process, please email planning@parkcity.org or call 435-615-5060.

SUBMITTAL REQUIREMENTS

1. Completed and signed ***Historic District Grant Application***.
2. Attach a written ***Project Description*** describing the proposed scope of work, detailed specifications, and reason for applying for a Historic District Grant.
 - Please address applicable grant evaluation criteria in your project description (see following page with the Grant Scorecard matrix)
3. Submit schematic, conceptual ***Drawings*** as they apply to the proposed project. This may include but is not limited to site plans, elevations, and floor plans.
4. ***Color Photographs*** of existing conditions. Include a general view of the building and setting, including the building in the context of the streetscape; the front; perspective view showing front façade and one side, and rear façade and one side; detailed view of affected work area.
5. ***Breakdown of Proposed Scope of Work and Itemized Costs*** of the proposed eligible improvements (page 6).
 - At least two competitive bids/quotes must be obtained and submitted as attachments for any grant request that is \$10k or over
6. ***Estimated Timeline*** of the proposed project (page 8).
7. ***Historic District Design Review*** approval letter. Please contact the Planning Department if this has not been completed. The grant application will not be accepted without this approval letter.

COMPETITIVE GRANT SCORE CARD.

Please describe which of the criteria below your project satisfies, in your project description.

Criteria Evaluation	Scoring Value	HPB Score
OVERALL:	(UP TO 6 POINTS TOTAL)	
1. <i>The proposed design and scope of work uses best practices for the treatment of historic materials / the upgrades include high quality materials or equipment.</i>	Below Average = 0 pts Average = 1 pt Above average = 2 pts Exceeds Expectations = 3 pts	
2. <i>Historic features and critical elements of the structure and/or site will be enhanced by the proposed work.</i>	None = 0 pts Minimally enhanced = 1 pt General positive impact = 2 pts Significant positive impact = 3 pts	
EXTERIOR IMPROVEMENTS:	(UP TO 8 POINTS TOTAL)	
3. <i>Character defining historic elements of the structure and/or site will be preserved and/or restored as viewed from the primary right-of-way and will positively impact the vitality of the historic context of the neighborhood.</i>	No impact = 0 pts Minimal positive impact = 1 pt General positive impact = 2 pts Significant positive impact = 3 pts	
4. <i>Proposed work facilitates reversal of non-historic elements or alterations.</i>	No = 0 pts Yes = 2 pts	
5. <i>The scope of work includes restoration of Historic materials and features or replacing historic materials and features that may have been lost or are irreparable.</i>	Minor restoration or replacement of historic materials/features = 1 pt Average restoration or replacement of historic materials/features = 2 pts Significant restoration or replacement of historic materials/features = 3 pts	
SAFETY/STRUCTURAL IMPROVEMENTS:	(UP TO 8 POINTS TOTAL)	
6. <i>The scope of work includes structural upgrades, such as foundation or roof work, mechanical upgrades or safety upgrades (mold, asbestos or lead abatement)</i>	Minor safety or structural upgrades = 2 pts Some safety or structural upgrades = 4 pts Significant safety or structure upgrades = 8 pts	
	TOTAL (up to 24 pts)	

If you have questions regarding the requirements on this application or submittal process, please email planning@parkcity.org or call 435-615-5060.

BREAKDOWN OF ESTIMATED COSTS

(If grant request is \$10k or more, please attach two competitive bids/quotes)

SCOPE OF WORK	OWNER'S PORTION	CITY'S PORTION	ESTIMATED TOTAL COST
Total	\$ _____	\$ _____	\$ _____

Grant Request: \$ _____ (Up to 50% of Total Cost Reimbursable)

Match: \$ _____ (Applicant's Contribution)

Total Project Budget: \$ _____ (Grant Request + Local Match)

Match Source: _____

Match Type: _____

[illegible]

ACKNOWLEDGMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am a party whom the City should contact regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Park City for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a Project Planner has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Planning Department in the Marsac Building.

I further understand that additional fees may be charged for the City's review of the proposal. Any additional analysis required would be processed through the City's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____

Name of Applicant: _____

PRINTED

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Type of Application: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action. I further affirm that I am aware of the City policy that no application will be accepted nor work performed for properties that are tax delinquent.

Name of Owner: _____

PRINTED

Mailing Address: _____

Street Address/ Legal Description of Subject Property: _____

Signature: _____ Date: _____

1. If you are not the fee owner attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Home Owner's Association is the applicant than the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.

If you have questions regarding the requirements on this application or submittal process, please email planning@parkcity.org or call 435-615-5060.