



Wood Windows and Doors Application

Please read the attached Policy Guidelines, Administrative Procedures and provide the requested information.

1. Address of Property:

2. Applicant/Owner name & mailing address:

Telephone: (_____) _____ - _____

E-mail _____

3. Applying for: Grant or Loan

Requested Grant or Loan Amount:

\$ _____

Estimated Total Cost for Entire Project:

\$ _____

For Office Use Only:

Owner Occupied

Non-owner Occupied

Verified through the Lawrence County Office of Equalization

Date: ___/___/___ Initials: _____

Assessed Valuation \$ _____

4. Complete a City of Deadwood Application for Project Approval OR Certificate of Appropriateness and attach it to this document.

I certify all information contained in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance in the form of a grant or a loan as true and complete to the best of my knowledge and belief. I acknowledge I have read the policy guidelines for the loan or grant included with and for this application and agree to all of the terms and conditions contained in the policy guidelines. I agree any contractors which I hire for this project will hold contractors licenses with the City of Deadwood and will require they also agree to and abide by the terms and conditions of the policy guidelines.

I acknowledge the Deadwood Historic Preservation Commission is merely granting or loaning funds in connection with the work or project and neither the Historic Preservation Commission nor the City of Deadwood is or will be responsible for satisfactory performance of the work or payment for the same beyond the grant or loan approval by the Historic Preservation Commission. I acknowledge I am solely responsible for selecting any contractors hired in connection with the project and in requiring satisfactory performance by such contractor. I agree to indemnify and hold harmless the Deadwood Historic Preservation Commission and the City of Deadwood against losses, costs, damages, expenses and liabilities of any nature directly or indirectly resulting from or arising out of or relating to the Deadwood Historic Preservation Commission's acceptance, consideration, approval, or disapproval of this application and the issuance or non-issuance or a grant or loan.

Applicant's signature: _____

Date submitted: ___/___/___

Owner's signature: _____

Date submitted: ___/___/___

Please complete Wood Window and Doors Worksheet on page 2 of this application

Wood Windows and Doors Worksheet

Please fill out below using numbers of windows, storm windows and doors.

Elevations	Repair or Replacement of Existing Window(s)	Installation of New Wood Storm and Screen Window(s)	Replacement of Inappropriate Window(s)	Repair or Replacement of Existing Primary Door	Repair or Replacement of Other Exterior Wood Door(s)	Replacement of Inappropriate Existing Wood Door(s)
Front View						
Right Side View						
Left Side View						
Rear View						
Total Windows						
	Existing wood window(s) qualified for restoration are eligible for a forgivable loan or grant up to \$800 per window.	Window(s) qualified for the purchase and installation of approved wooden storm and screen windows OR qualified for restoration are eligible for a forgivable loan or grant up to \$350 per window.	Window(s) qualified for the purchase and installation of new wood windows are eligible for a forgivable loan or grant up to \$800 per window if existing window is beyond repair.	Primary wood entry door qualified for restoration is eligible for a forgivable loan or grant of \$400 OR for the removal of inappropriate primary door and installing an appropriate qualified door is eligible for a forgivable loan or grant of \$600.	Other exterior door(s) qualified for restoration are eligible for a forgivable loan or grant of \$200 per door OR for the removal of inappropriate door(s) and installing an appropriate qualified door(s) are eligible for a forgivable loan or grant of \$300 per door.	Primary door and additional exterior door(s) qualified for the purchase and installation of new wood door(s) are eligible for a forgivable loan or grant of \$100 per door if existing door is beyond repair.

The forgivable loan or grant is available up to \$20,000.00 maximum.

Please return the completed application along with the Project Approval OR Certificate of Appropriateness to:

City of Deadwood
 Planning, Zoning & Historic Preservation
 108 Sherman Street
 Deadwood, SD 57732
 605-578-2082



Wood Windows and Doors Policy Guidelines

1. Statement of Purpose:

The restoration and protection of Deadwood's historic buildings and structures are a primary part of the City's goal to preserve and maintain Deadwood's historic integrity. The expense of such restoration and protection projects may discourage property owners from having the work completed or may result in lower quality of craftsmanship. The purpose of this program is to assist and encourage property owners to use quality materials and craftsmanship by repairing first, where possible, and replacing, only if necessary.

2. Objective:

The City of Deadwood is a National Historic Landmark and is listed on the National and South Dakota State Registers of Historic Places. Maintaining these designations is critical to the economic success of the City and quality of life of its residents. The objective of the program is to stimulate the quality restoration and protection of buildings and structures that contribute to the historic integrity of the City of Deadwood.

3. Definitions:

- **Wood Windows** – New and/or replacement windows must be all wood framed windows including exterior materials in style appropriate to the original character of the resource and window opening(s) as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Storm Windows** – New and/or replacement storm windows must be all wood framed including exterior materials in style appropriate to the original character of the resource and window opening(s) as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Primary Door** – Door originally intended as the primary access to the resource and must be made of wood appropriate to the original character of the resource and opening as determined by the Deadwood Historic Preservation Commission to meet the program requirements.
- **Additional Exterior Door(s)** – Additional exterior door(s) originally intended as an access to the resource and must be made of wood appropriate to the original character of the resource and opening as determined by the Deadwood Historic Preservation Commission to meet the program requirements.

4. Eligibility:

To be eligible for the Wood Windows and Doors Program, a project must meet the following criteria:

- a. The project must affect a property listed on the City of Deadwood's 1993 Historic Sites Inventory as an historic property in the Deadwood National Historic Landmark District. Properties not listed on the inventory must be eligible for the National Register of Historic Places as defined in the National Park Service's [National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation](#); and
- b. The building must be a residential property of not more than four dwelling units as defined by Deadwood Planning and Zoning Department.

The City of Deadwood's Historic Preservation Officer determines a project's eligibility. All eligible applications are subject to the review by the Deadwood Historic Preservation Commission.

5. Program Requirements:

a. Wood Windows

- 1) The program provides a forgivable loan or grant of up to \$800 per window for the restoration of an existing wood window or up to \$800 per window for the removal of an inappropriate window alteration and installation of a window appropriate in material and style of operation for a particular house.
- 2) The program provides a forgivable loan or grant up to \$800 per window opening for the purchase and installation of new wood windows if restoration of the existing windows is not an option or is not possible.

b. Wood Storm and Screen Windows

- 1) The program provides a forgivable loan or grant of \$350 per window opening for the restoration of existing wooden storms and screens or for the purchase and installation of approved wooden storms and screens, if restoration is not an option or is not possible.

c. Primary Wood Door:

- 1) The program provides a forgivable loan or grant of \$400 for the restoration of the primary wood door, OR a forgivable loan or grant of \$600 for the removal of an inappropriate primary door and installation of a new wood door appropriate in material and style for a particular resource.
- 2) The purchase and installation of new wood primary door is eligible for a forgivable loan or grant of \$100 if restoration of the existing door is not an option or is not possible.

d. Other Exterior Wood Door(s):

- 1) The program provides a forgivable loan or grant in the amount of \$200 to repair the other exterior wood door(s), OR a forgivable loan or grant of \$300 for the removal of other inappropriate door(s) and installation of a new wood door appropriate in material and style for a particular resource, if restoration is not an option or is not possible.
- 2) The purchase and installation of other new exterior wood door(s) are eligible for a forgivable loan or grant of \$100 if restoration of the existing door is not an option or is not possible.

Loan and Grant Conditions:

Qualified Owner Occupied¹ (Grant):

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$20,000 maximum	Not applicable	Not applicable	Grant	No applicable

¹Owner Occupied status is verified with the Lawrence County Equalization Office and by additional verification obtained through other means available to the City. A Grant Agreement with the City of Deadwood must be signed by all parties..

Non-Owner Occupied (Forgivable Loan)

LOAN AMOUNT	INTEREST RATE	TERM	PAYMENT AMOUNT	SECURITY
\$20,000 maximum	0% ²	Up to 10 years	No payments due ^{2,3} Forgivable at end of term	Loan Agreement

²All Deadwood Historic Preservation loan programs will include the following fees: Credit Report, Recording Fee, 1% Loan Origination Fee, Settlement Fee and a Title Report Fee. These fees are collected from applicant/owner loan closing. All loan fees will be disclosed on a Good Faith Estimate by NeighborWorks in accordance with the Real Estate Settlement and Procedures Act.

³Failure to complete work as approved in a timely fashion and/or failure to maintain property up to City of Deadwood's Minimum Maintenance Standards may cause loan to be payable in full at that time and not forgiven.

Owners applying for construction loans must provide proof of ability to repay loan. Various documents will be requested by NeighborWorks to complete a loan application.

The Deadwood Historic Preservation Commission reserves the right to modify, amend, or forgive the loan payment or to change or modify this program for any reason.

Additional forgivable loan considerations:

- a. At the end of each full calendar year, 10% of the loan amount will be forgiven.
- b. If the owner/applicant desires to sell the property before the end of the loan term, the remaining unforgiven portion of the loan will be due in full.
- c. The owner/applicant must have addressed any additional preservation issues beyond the original work, meet Deadwood Minimum Maintenance Standards, and satisfy all loan conditions before loan can be transferred or forgiven.

7. Forms and Technical Assistance:

- a. **Loans** - Loan application forms and loan technical assistance are available at the NeighborWorks Office, 795 Upper Main Street in Deadwood. Telephone: (605) 578-1401.
- b. **Project Approval or Certificate of Appropriateness** – The applications are available at the Historic Preservation Office located at Deadwood City Hall, 108 Sherman Street in Deadwood. (605) 578-2082. This form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Historic Preservation heading.

This form must be completed and given to the Historic Preservation Officer who will present it to the Historic Preservation Commission for consideration. *[No work can start until Historic Preservation Commission approval and the owner/applicant has an approved City of Deadwood Building Permit.]*

- c. **City of Deadwood Building Permit** – A City of Deadwood Building Permit must be acquired from the City of Deadwood Building Inspector located at 67 Dunlop Avenue, in Deadwood. Telephone: (605) 578-3082. This permit application form is also available online at: <http://www.cityofdeadwood.com> , under **Permits, Licenses & Forms** tab, then under Building Inspector heading.



Wood Windows and Doors Program

Administrative Procedures

1. **Application**

- The Applicant/Property Owner/Owner's Representative (Owner) obtains from Historic Preservation Office, NeighborWorks or City of Deadwood Website:
 - Wood Windows & Doors Application with Guidelines form
 - Application for Project Approval or Certificate of Appropriateness form
- The Owner submits completed copies of the above forms with signatures to Historic Preservation (HP) Office.
- A discussion between the Owner and the Historic Preservation Officer is recommended to clarify requirements and expectations of this program. This can greatly streamline the process.

2. **Determination of Eligibility**

- The Historic Preservation Officer conducts an on-site inspection of property to determine eligibility.
- Photographs are taken for documentation.
- A window / door assessment will be done by the Historic Preservation Officer and necessary changes will be applied to the Wood Window & Door Application form worksheet.
- The Historic Preservation Officer will prepare a written HP Staff Report for use by the Historic Preservation Committee (HPC).

3. **Applying for Grant or Revolving Loan Funds**

For a Grant (Owner Occupied Properties):

- Historic Preservation Officer verifies the ownership and occupancy status (owner occupied vs. non-owner occupied) with the Lawrence County equalization office.
- Historic Preservation Officer meets with the Historic Preservation (HP) Loan Committee for recommendations for grant approval or denial.

For a Revolving Fund Loan (All Other Properties):

- Owner submits a Revolving Loan Fund - Loan Application to NeighborWorks.
- The Owner makes an appointment with NeighborWorks to determine the Owner's financial eligibility for Revolving Loan Fund resources.
- NeighborWorks verifies Owner's income, reviews credit reports, and other loan documents to determine the Owner's financial eligibility.
- The completed Revolving Loan Fund Application is submitted to the HP Loan Committee for recommendations for loan approval or denial.

4. **Historic Preservation Commission Review**

- Based on HP Staff Report, the Historic Preservation Commission (HPC) approves or denies the Application for Project Approval or Certificate of Appropriateness.
- Based on recommendations from the HP Loan Committee, HPC approves or denies the application for grant or loan.

5. **Construction Funding**

- The Owner is encouraged to enter into a contract with a Contractor for the project. Contractor must be licensed with the City of Deadwood.
- The Owner must determine if they require additional funding to complete the work. NeighborWorks may be helpful in securing additional funds.

Owner Occupied - Self-Funding Materials and Construction

- The Owner arranges for their own funds for materials and construction. Owner must be aware reimbursements by the City of Deadwood may require several weeks before payments are made due to the City's approval process.

Owner Occupied – Progressive Payments for Materials and Construction

- The Owner is responsible for making arrangements for delayed / progressed payments for Contractor, window, or door supplier. Owner must be aware payments by the City of Deadwood may require several weeks before payments are made due to the City's approval process.

Non-Owner Occupied Loan Funding of Materials and Construction

- NeighborWorks prepares a Construction Loan for which the Owner must provide:
 - Cost Estimate / quote for entire project.
 - Information to verify Owner's financial ability to repay.
- NeighborWorks provides Owner with:
 - Final worksheet showing Owner's financial responsibility.
 - Letter of Understanding stating Owner's share of costs. Owner must sign this document.
 - Closing Documents (i.e. mortgages and settlement statements)
 - Promissory note (i.e. assignments on contract for deed, personal guarantees, etc.) Owner must sign this document. Promissory note amount must match the approved HPC amount. Owner is responsible for any additional material / construction costs.
- Owner pays NeighborWorks for closing costs (title search, recording costs, etc.)
- NeighborWorks records the agreements and any other necessary documents.
- NeighborWorks issues a "Notice to Proceed" to the Owner and/or Contractor and the City of Deadwood.

6. Project Beginning and Ending

- The Owner or Contractor obtains a City of Deadwood Building Permit. If NeighborWorks funding is involved, a “Notice to Proceed” from NeighborWorks must be obtained before applying for a City of Deadwood Building Permit.
- The Historic Preservation Officer and/or Building Inspector inspect the work in progress.
- The Historic Preservation Officer and Building Inspector conduct a final inspection after the completion of the entire project.

7. Grant Funds Disbursement

Fund Disbursement for Owner Occupied Self-Funding

- After the Owner or their Contractor satisfies any punch-list items and after the Building Inspector and the Historic Preservation Officer have inspected the project, the Historic Preservation Officer can authorize approval of Grant funds.
- Historic Preservation Officer initially approves invoices.
- At a HPC meeting, the HPC approves the Grant disbursement which is added to the City of Deadwood Commission’s bill list for City (final) approval.
- Upon City approval, the City Finance Office issues checks for the Grant disbursement to the Historic Preservation Office.
- Owner or Contractor pick-up Grant disbursement check from the Historic Preservation office and, if Contractor is involved, the Contractor must sign lien waivers before Grant payments are made.

Fund Disbursements for Owner Occupied Progress Payments

- The Owner submits to Historic Preservation Officer verifiable receipts for materials or invoices for construction costs based on actual progress for HPC approval. The Building Inspector and the Historic Preservation Officer must inspect the project, prior to the Historic Preservation Officer authorizing approval of Grant funds.
- Historic Preservation Officer or designee verifies materials / construction progress reflected in receipts or invoices.
- Historic Preservation Officer approves payments. It is at the Historic Preservation Officer’s sole discretion to withhold or approve payments to ensure the project is completed before final payments are made.
- At a HPC meeting, the HPC approves the Grant disbursement which is added to the City of Deadwood Commission’s bill list for City (final) approval.
- Upon City approval, the City Finance Office issues checks for the Grant disbursement to the Historic Preservation Office.
- Owner or Contractor picks-up Grant disbursement check and, if this disbursement is the final disbursement and a Contractor is involved, the Contractor must sign lien waivers before Grant payments are made.

8. Loan Funding Disbursement

- After the Owner or their Contractor satisfies any punch-list items and after the Building Inspector has consulted with the Historic Preservation Officer, the Building Inspector authorizes NeighborWorks to disburse Loan funds.

- NeighborWorks prepares the permanent loan documents and obtains the Owner's signature. Permanent loan amount must match the approved HPC amount.
- NeighborWorks places the loan account data on computer.
- NeighborWorks submits a voucher to Historic Preservation Officer for the Loan disbursement for initial approval.
- At a HPC meeting, the HPC approves the Loan disbursement and the Loan disbursement is added to the City of Deadwood Commission's bill list for City (final) approval.
- Upon City approval, the City Finance Office issues checks for the Loan disbursement to the HP Office. NeighborWorks picks up check from the Historic Preservation Office.
- Owner or Contractor pick-up Loan disbursement check from the NeighborWorks office and, if Contractor is involved, the Contractor must sign lien waivers before Loan disbursements are made.

9. **Continued Administration of Loans**

- NeighborWorks reviews all accounts once a month.
- Building Inspector notifies property owner if property does not meet Minimum Maintenance Standards, and if these issues are not resolved, the Building Inspector advises the HP Loan Committee. The HP Loan Committee provides recommendation to HPC either to work with owner, or make loan immediately payable.

10. **Satisfaction of Loan**

- After terms and conditions of the loan are completed, NeighborWorks prepares a satisfaction of mortgage for the forgivable loan funds.
- HPC signs the satisfaction of mortgage (forgives loan).
- NeighborWorks collects from the Owner the recording fees for the satisfaction of mortgage documents.
- NeighborWorks delivers the satisfaction of mortgage to the Register of Deeds.
- NeighborWorks closes the Owner's loan account.
- NeighborWorks forwards the loan documents to the HP Office.
- The HP Office retains the loan documents for at least seven (7) years.