

**CURB APPEAL PROGRAM**  
**Planning and Zoning Department**  
**301-309 N. Chestnut St., Seymour, IN 47274**

**PROGRAM GUIDELINES**

The City of Seymour Curb Appeal Program is an assistance program for property owners to improve the appearance and quality of their property and enhance neighborhood aesthetic appeal.

**PROGRAM OBJECTIVES:**

1. To assist in overall Seymour revitalization and improve its appearance and image.
2. To help raise and improve the value of housing within Seymour city limits.
3. To help provide property owners with resources to make improvements to the exterior of their homes and their property.
4. To help leverage larger improvement projects and investment that may not otherwise take place.
5. To create a positive influence on surrounding properties and encourage further investment by neighboring and nearby property owners.

**PROGRAM OVERVIEW/APPLICABILITY**

The Curb Appeal Program provides matching funds as an incentive to property owners to enhance the exterior appearance/"curb appeal" of their property. The program is available to owners of residentially used properties within Seymour City Limits. Participants in the program must provide a minimum of 50% matching funds. Funding is tiered depending on the type of projects proposed as follows:

1. Maximum amount is \$500 (50% of project cost up to \$1,000)
2. Maximum amount is \$750 if submitted with immediate neighbor (50% of project cost up to \$1,500)

**ADMINISTRATION**

The City of Seymour Planning and Zoning Department will administer the Curb Appeal Program. Representatives can be reached at 301-309 N. Chestnut St., Seymour IN 47274 – 812-522-4746 – [www.seymourin.org](http://www.seymourin.org).

**PROGRAM ELIGIBILITY**

This program is available to:

1. Residentially used owner-occupied or rental property within Seymour City limits.
2. All projects must be visible from public sidewalk and/or street right-of-way (typically within the front or side yards)
3. Owner or tenant(s) must have a household income of less than \$100,000 yearly and income verification may be requested.

### **INELIGIBLE PROPERTIES**

A property which has any of the following conditions is ineligible:

1. Not located within the limits of Seymour
2. Owner owes the City of Seymour any money or debt
3. Property that has received Curb Appeal Program funds are not eligible for the program for a minimum of 12 months
4. Properties owned by a current elected official of the City of Seymour or by a government entity

### **GUIDELINES**

1. Applicants must submit a completed application packet, including “before” photos, prior to any work being completed to be considered for the Curb Appeal Program.
2. The Curb Appeal Program is for project reimbursement. The applicant is required to pay all expenses related to their approved project and then submit for reimbursement from the City.
3. Owner must agree to obtain all necessary approvals and permits, if needed.
4. All work must meet local, state and national standards and regulations.
5. For any painting or staining projects, applicants are required to remove peeling paint and prime surfaces prior to painting or staining. Photo documentation of finished prep work is required.

### **ELIGIBLE PROJECTS/EXPENDITURES**

All projects must be visible from the public sidewalk or right of way. Any material required to complete the project should be included in the application. This does not include tools such as ladders, nail guns, etc.

Examples of eligible items/projects may include but are not limited to:

- \* Lawns, landscape beds or planter areas
- \* Tree and/or shrub maintenance or installation
- \* Soil, mulch, sod, landscape stone, landscape fabric, edging, pavers or other groundcover
- \* Flowers, shrubs, bushes, trees or other vegetation
- \* Exterior washing or painting of the primary building
- \* Exterior painting of a detached garage or accessory building
- \* Painting or staining of porches, decks or fences

- \* Lead-based paint testing/remediation
- \* Exterior paint/primer/stain
- \* Brushes, rollers, scrapers or cleaners to remove existing paint, painting tape, drop clothes and paint pans
- \* Re-roofing and/or re-siding of the primary building, detached garage, or accessory building
- \* Tuck-pointing, masonry repair or reconstruction of the primary building, detached garages, existing masonry walls, or accessory structures.
- \* Repair or replacement of features on the primary building, detached garage, or accessory building including, but not limited to, the following:
  - Windows, doors and trim
  - Lighting
  - Gutters, soffit and fascia
  - Porches and/or decks, including railings and steps
- \* Repair, reconstruction, removal or installation of fencing, private walks (including masonry steps), or driveways/driveway aprons

#### **\*LABOR**

Only professional labor can be claimed for reimbursement. Professional labor is someone other than the property owner/applicant who is trained and engaged in such work for a career. Professional labor is required to have a license in their field. An invoice from an established professional detailing the work performed/completed and that indicates the invoice has been "Paid in Full" is required to be considered for reimbursement.

#### **INELIGIBLE EXPENDITURES**

Items/projects that are NOT eligible for reimbursement under the Curb Appeal Program include, but are not limited to, the following:

1. Any item that is not visible from the public sidewalk or right of way
2. Any interior projects to the primary building, detached garage or accessory buildings
3. Labor reimbursements for a landowner's/rental company's own staff
4. Materials that have been purchased or projects that are started or underway prior to issuance of a signed Contract for Services and award letter by the City of Seymour Building Commissioner
5. Owner, owner's family or owner's employees labor costs

#### **APPLICATION**

1. All applicants must submit a complete application to be considered for the Curb Appeal Program. A complete application includes:
  - a. A completed Pre-Documentation Form. This Form must include an itemized

description of the proposed project and an estimated cost for each item. Any item not listed will not be considered for reimbursement. If the project is being completed by a contractor, a signed copy of their estimate to complete the work must be attached.

- b. Before photos of the proposed project. Applications will not be considered if before photos are not submitted.
  - c. A complete W-9 form. A W-9 form must be submitted in order to be eligible for the program. This form is required in order to process reimbursement requests.
2. Once the application is considered complete, the Building Commissioner will review the application to ensure that the proposed project(s) is/are eligible under the Program's guidelines.
  3. If the application meets program requirements, the Building Commissioner determines the amount of award, based on the estimated cost, grant caps, and required fund match.
  4. An award letter will be sent to the applicant informing them that their application has been approved and indicating the estimated amount to be awarded. The applicant has twelve (12) months to complete the project(s).

## **REIMBURSEMENT**

To receive reimbursement for completed projects the applicant must submit the following:

1. A completed Final Reimbursement Form/Worksheet. This form must include a description of the proposed project(s) and the actual cost for each project. Any items not listed on the Pre-Documentation Form will not be considered for reimbursement.
2. Copies of receipts/paid invoices showing proof of purchase of the approved/completed items/materials for each project. The applicant is required to mark on their receipts which item(s) is/are being requested for reimbursement and what project they were for.
3. Final photo documentation of the completed project. ("After" Photos)
4. After the applicant submits required information for reimbursement, the Building Commissioner reviews all information submitted to ensure it is eligible for reimbursement. Building Commissioner also reviews the applicant's requested reimbursement amount to make sure the correct amount is stated on the form.
5. Once it is determined the request is complete, the Reimbursement Form and all receipts and/or paid invoices are forwarded to the City of Seymour's Planning and Zoning Department for reimbursement back to the participant/applicant.

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**APPLICATION FORM**

Property Type (circle one)                      Rental                      Owner-Occupied

Applicant Name: \_\_\_\_\_

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

Mailing Address (If Different): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Briefly Describe Work to be Performed** (attach "before" pictures as well as any available plans)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Itemized Description of Work/Materials Related to Project**

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL ESTIMATED COSTS	\$ _____
ESTIMATED COMPLETION DATE	\$ _____

I confirm the above statements and any information attached to this application to be true. I also give permission for photos of my project to be used by the City of Seymour.

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

\_\_\_\_\_  
Date