

DOWNTOWN FACADE PROGRAM CHECKLIST



APPLICATIONS ACCEPTED MAY 1, THROUGH JUNE 1, 2026

STEPS TO APPLY

- Obtain program guidelines and application. Documents can be found at cityofmacomb.com/downtown-development/ or at the Office of Downtown Development. Read through all of the requirements carefully.
- Schedule a proposal discussion with the City Marketing & Downtown Development Director and the Community Development Director at 309-575-3015. Optional, but strongly encouraged.
- Complete the **Downtown Facade Application** and sign the **Applicant Certification before June 1, 2026**.
- After receiving preliminary approval from the Community Development Committee, prepare to attend a Macomb City Council meeting for final approval.
- The applicant will need to complete all of the documentation above and pull a permit before the start of the project.
- The applicant will have 365 days from Council approval to complete the project. The reimbursement will be paid to the applicant after the project has been paid in full and the final inspection of the project has been completed.

ELEGIBLE PROJECTS

- Painting
- Exterior cleaning
- Door repairs and replacements
- Window repairs or replacements
- Tuckpointing/masonry
- New, repaired, or replaced awning/canopy
- Restoration of historic details

DOCUMENTS TO OBTAIN AND COMPLETE

- Downtown Grant Guidelines
- Downtown Grant Application
- Applicant Certification

APPLICATION ATTACHMENTS

- Proof of building ownership or written concurrence from the owner to participate in the grant if the owner is not the applicant.
- Verification that the most recent real estate bill has been paid as due on the property.
- Current photos of the building to show all areas subject to improvement
- Minimum of two (2) qualified contractor bids for all exterior work to be performed.
- Drawings, renderings, or project samples depicting the exterior appearance of the proposed renovations.
- Executed W9 form.

CITY PERMITS/ APPROVALS THAT MAY BE NEEDED BEFORE WORK CAN BEGIN

- Certificate of Appropriateness
- Historic Preservation Commission Approval
- Sign Permit (if applicable)
- Sidewalk Obstruction Permit (No fee)
- Building Permit

Questions? Contact City Marketing & Downtown Development Director :
Sballard@cityofmacomb.com | 309-575-3015 | 232 E Jackson St. Macomb, IL

