

URBAN DESIGN COMMISSION APPLICATION



City of Madison
 Planning Division
 Madison Municipal Building, Suite 017
 215 Martin Luther King, Jr. Blvd.
 P.O. Box 2985
 Madison, WI 53701-2985
 (608) 266-4635



FOR OFFICE USE ONLY:

Date Received 4/3/26 9:13 a.m. Initial Submittal
 Paid _____ Revised Submittal

Complete all sections of this application, including the desired meeting date and the action requested. If your project requires both UDC and Land Use application submittals, a completed Land Use Application and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

1. Project Information

Address (list all addresses on the project site): 3802 Mineral Point Rd, Madison, WI, 53705

Title: Grandad's Farm Stop LLC

2. Application Type (check all that apply) and Requested Date

UDC meeting date requested April 15th, 2026

- New development Alteration to an existing or previously-approved development
 Informational Initial Approval Final Approval

3. Project Type

- Project in an Urban Design District
 Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)
 Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)
 Planned Development (PD)
 General Development Plan (GDP)
 Specific Implementation Plan (SIP)
 Planned Multi-Use Site or Residential Building Complex

Signage

- Comprehensive Design Review (CDR)
 Modifications of Height, Area, and Setback
 Sign Exceptions as noted in Sec. 31.043(3), MGO

Other

- Please specify Facade Grant

4. Applicant, Agent, and Property Owner Information

Applicant name Patrick D. Randolph Company Grandad's Farm Stop LLC
Street address 3802 Mineral Point Rd. City/State/Zip Madison/Wisconsin/53705
Telephone 608-469-9055 Email info@grandadsfarmstop.com

Project contact person Patrick D. Randolph Company Grandad's Farm Stop LLC
Street address 10312 Shady Birch Trl. City/State/Zip Verona/Wisconsin/53593
Telephone 608-469-9055 Email info@grandadsfarmstop.com

Property owner (if not applicant) JMTG LLC
Street address Attn. Gerardo Jimenez 3801 Regent St. City/State/Zip Madison/Wisconsin/53705
Telephone 608-469-6651 Email madisonhomes@gmail.com

URBAN DESIGN COMMISSION APPROVAL PROCESS



Introduction

The City of Madison's Urban Design Commission (UDC) has been created to:

- Encourage and promote high quality in the design of new buildings, developments, remodeling, and additions so as to maintain and improve the established standards of property values within the City.
- Foster civic pride in the beauty and nobler assets of the City, and in all other ways possible assure a functionally efficient and visually attractive City in the future.

Types of Approvals

There are three types of requests considered by the UDC:

- Informational Presentation. A request for an Informational Presentation to the UDC may be requested prior to seeking any approvals to obtain early feedback and direction before undertaking detailed design efforts. Applicants should provide details on the context of the site, design concept, site and building plans, and other relevant information to help the UDC understand the proposal and provide feedback. (Does not apply to CDR's or Signage Modification requests)
- Initial Approval. Applicants may, at their discretion, request Initial Approval of a proposal by presenting preliminary design information. As part of their review, the Commission will provide feedback on the design information that should be addressed at Final Approval stage.
- Final Approval. Applicants may request Final Approval of a proposal by presenting all final project details. Recommendations or concerns expressed by the UDC in the Initial Approval must be addressed at this time.

Presentations to the Commission

The Urban Design Commission meets virtually via Zoom, typically on the second and fourth Wednesdays of each month at 4:30 p.m. Applicant presentations are strongly encouraged, although not required. Prior to the meeting, each individual speaker is required to complete an online registration form to speak at the meeting. A link to complete the online registration will be provided by staff prior to the meeting. Please note that individual presentations will be limited to a **maximum of three (3) minutes**. The pooling of time may be utilized to provide one speaker more time to present, however the additional time will be based on the number of registrants from the applicant team, i.e. two (2) applicant registrants = six (6) minutes for one (1) speaker.

Primarily, the UDC is interested in the appearance and design quality of projects. Emphasis should be given to the site plan, landscape plan, lighting plan, building elevations, exterior building materials, color scheme, and graphics. Please note that presentation slides, in a PDF file format, are required to be submitted **the Friday before** the UDC meeting.

URBAN DESIGN DEVELOPMENT PLANS CHECKLIST



The items listed below are minimum application requirements for the type of approval indicated. Please note that the UDC and/or staff may require additional information in order to have a complete understanding of the project.

1. Informational Presentation

- Locator Map
- Letter of Intent (If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required)
- Contextual site information, including photographs and layout of adjacent buildings/structures
- Site Plan
- Two-dimensional (2D) images of proposed buildings or structures.

Providing additional information beyond these minimums may generate a greater level of feedback from the Commission.

Requirements for All Plan Sheets

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

*** All plans must be legible, including the full-sized landscape and lighting plans (if required)*

2. Initial Approval

- Locator Map
- Letter of Intent (If the project is within a Urban Design District, a summary of how the development proposal addresses the district criteria is required)
- Contextual site information, including photographs and layout of adjacent buildings/structures
- Site Plan showing location of existing and proposed buildings, walks, drives, bike lanes, bike parking, and existing trees over 18" diameter
- Landscape Plan and Plant List (*must be legible*)
- Building Elevations in **both** black & white and color for all building sides, including material and color callouts
- PD text and Letter of Intent (if applicable)

Providing additional information beyond these minimums may generate a greater level of feedback from the Commission.

3. Final Approval

All the requirements of the Initial Approval (see above), **plus**:

- Grading Plan
- Lighting Plan, including fixture cut sheets and photometrics plan (must be legible)
- Utility/HVAC equipment location and screening details (with a rooftop plan if roof-mounted)
- Site Plan showing site amenities, fencing, trash, bike parking, etc. (if applicable)
- PD text and Letter of Intent (if applicable)
- Samples of the exterior building materials
- Proposed sign areas and types (if applicable)

4. Signage Approval (*Comprehensive Design Review (CDR), Sign Modifications, and Sign Exceptions (per [Sec. 31.043\(3\)](#))*)

- Locator Map
- Letter of Intent (a summary of how the proposed signage is consistent with the CDR or Signage Modifications criteria is required)
- Contextual site information, including photographs of existing signage both on site and within proximity to the project site
- Site Plan showing the location of existing signage and proposed signage, dimensioned signage setbacks, sidewalks, driveways, and right-of-ways
- Proposed signage graphics (fully dimensioned, scaled drawings, including materials and colors, and night view)
- Perspective renderings (emphasis on pedestrian/automobile scale viewsheds)
- Illustration of the proposed signage that meets [Ch. 31, MGO](#) compared to what is being requested
- Graphic of the proposed signage as it relates to what the [Ch. 31, MGO](#) would permit

Urban Design Commission Application (continued)



5. Required Submittal Materials

Application Form

- A completed application form is required for each UDC appearance. For projects also requiring Plan Commission approval, applicants must also have submitted an accepted application for Plan Commission consideration prior to obtaining any formal action (Initial or Final Approval) from the UDC.

Letter of Intent

- If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required.
- For signage applications, a summary of how the proposed signage is consistent with the applicable Comprehensive Design Review (CDR) or Signage Modification review criteria is required.

Development Plans (Refer to checklist on Page 4 for plan details)

Filing Fee (Refer to Section 7 (below) for a list of application fees by request type)

Electronic Submittal

- Complete electronic submittals must be received prior to the application deadline before an application will be scheduled for a UDC meeting. Late materials will not be accepted. All plans must be legible and scalable when reduced. Individual PDF files of each item submitted should be submitted via email to UDCapplications@cityofmadison.com. The email must include the project address, project name, and applicant name.
- Email Size Limits. Note that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.

Notification to the District Alder

- Please provide an email to the District Alder notifying them that you are filing this UDC application. Please send this as early in the process as possible and provide a copy of that email with the submitted application.

6. Applicant Declarations

1. Prior to submitting this application, the applicant is required to discuss the proposed project with Urban Design Commission staff. This application was discussed with Jessica Vaughn on 4- 1- 2026.
2. The applicant attests that all required materials are included in this submittal and understands that if any required information is not provided by the application deadline, the application will not be placed on an Urban Design Commission agenda for consideration.

Name of applicant Patrick D. Randolph Signed by: Gerardo Jimenez Relationship to property Tenant
 Authorizing signature of property owner: Gerardo Jimenez Date 4/1/2026
2BCD66AA1880468...

7. Application Filing Fees

Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Fees may be paid in-person, via US Mail, or City drop box. If mailed, please mail to: *City of Madison Building Inspection, P.O. Box 2984, Madison, WI 53701-2984*. The City's drop box is located outside the Municipal Building at 215 Martin Luther King, Jr. Blvd. on the E Doty Street side of the building. Please make checks payable to *City Treasurer*, and include a completed application form or cover letter indicating the project location and applicant information with all checks mailed or submitted via the City's drop box.

Please consult the schedule below for the appropriate fee for your request:

Urban Design Districts: \$350 (per [§33.24\(6\) MGO](#)).

Minor Alteration in the Downtown Core District (DC) or Urban Mixed-Use District (UMX) : \$150 (per [§33.24\(6\)\(b\) MGO](#))

Comprehensive Design Review: \$500 (per [§31.041\(3\)\(d\)\(1\)\(a\) MGO](#))

Minor Alteration to a Comprehensive Sign Plan: \$100 (per [§31.041\(3\)\(d\)\(1\)\(c\) MGO](#))

All other sign requests to the Urban Design Commission, including, but not limited to: appeals from the decisions of the Zoning Administrator, requests for Sign Modifications (of height, area, and setback), and additional sign code approvals: \$300 (per [§31.041\(3\)\(d\)\(2\) MGO](#))

A filing fee is not required for the following project applications if part of the combined application process involving both Urban Design Commission and Plan Commission:

- Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)
- Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)
- Planned Development (PD): General Development Plan (GDP) and/or Specific Implementation Plan (SIP)
- Planned Multi-Use Site or Residential Building Complex

Letter of Intent - 3802 Mineral Point Road, Madison, WI 53705

The property at 3802 Mineral Point Road will be transformed from a 1960s-era service and towing station into **Grandad's Farm Stop**, a local grocery destination for the Madison community. Grandad's Farm Stop is built on the Farm Stop model pioneered by Bill Brinkerhoff and Kathy Sample, founders of the highly successful Argus Farm Stop in Ann Arbor, Michigan. As a full-service grocery store carrying **100% Wisconsin-grown or -made products**, Grandad's Farm Stop will offer everything from fresh produce, meat, dairy and shelf-stable goods, all available at hours convenient to shoppers. The Farm Stop model is uniquely farmer-friendly: producers retain ownership of their goods, set their own prices, and receive 70% of every sale. Grandad's Farm Stop projects to return **upwards of \$2.5 million directly to local farmers and producers** within its first three years of operation. Rounding out the experience, the location will also feature a full-service café, outdoor seating, and a regular calendar of community events for surrounding neighborhoods.

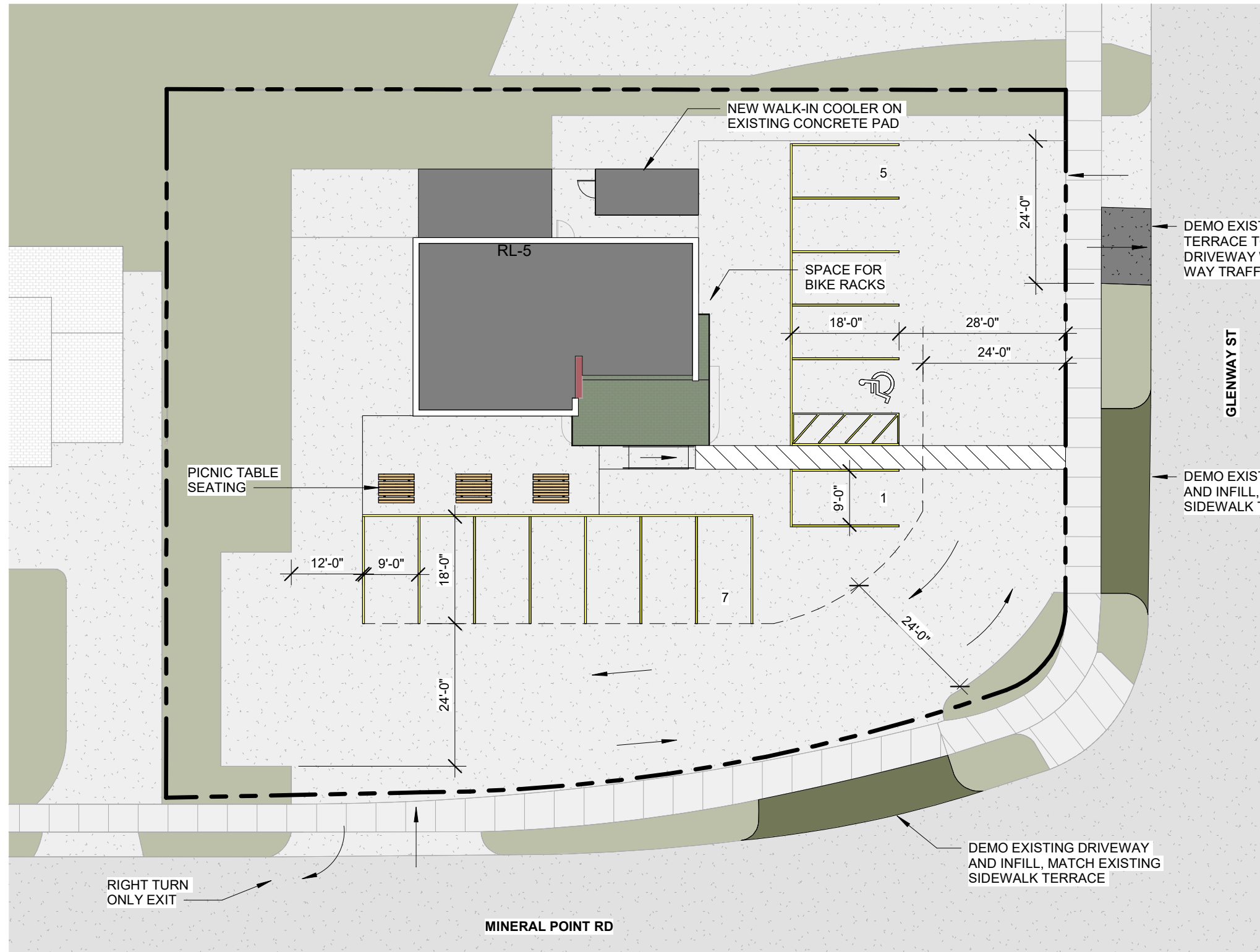
This project represents a significant and visible investment in a building and property that have fallen behind community standards. The exterior and interior improvements planned for this site will meaningfully elevate the corridor and serve as an asset the neighborhood can be proud of. Grandad's Farm Stop will conduct a full interior remodel to accommodate the grocery and café operations, alongside a comprehensive exterior restoration. Specific exterior improvements include:

- Cleaning and painting the exterior, "Blue Roof," building trim, and property lighting poles
- Cleaning and staining existing mortar brick
- Replacing old and decaying trim including a non-functioning door
- Replacing all signage with attractive, on-brand displays
- Updating building lighting
- Replacing existing garage doors with appealing glass doors
- Replacing cracked or deteriorated front windows
- Making the property fully ADA accessible, including accessible parking, a building ramp, and a compliant front entrance
- Creating a four-season outdoor patio for seating and community gatherings
- Installing garden planters maintained with edible landscaping or native Wisconsin plants and flowers

Finally, Grandad's Farm Stop is committed to being a true community partner. We will ensure the finished space reflects what the community wants to see, and to build the kind of gathering place centered around local food that Madison's west side deserves.

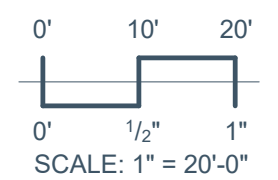
LEVEL INFORMATION

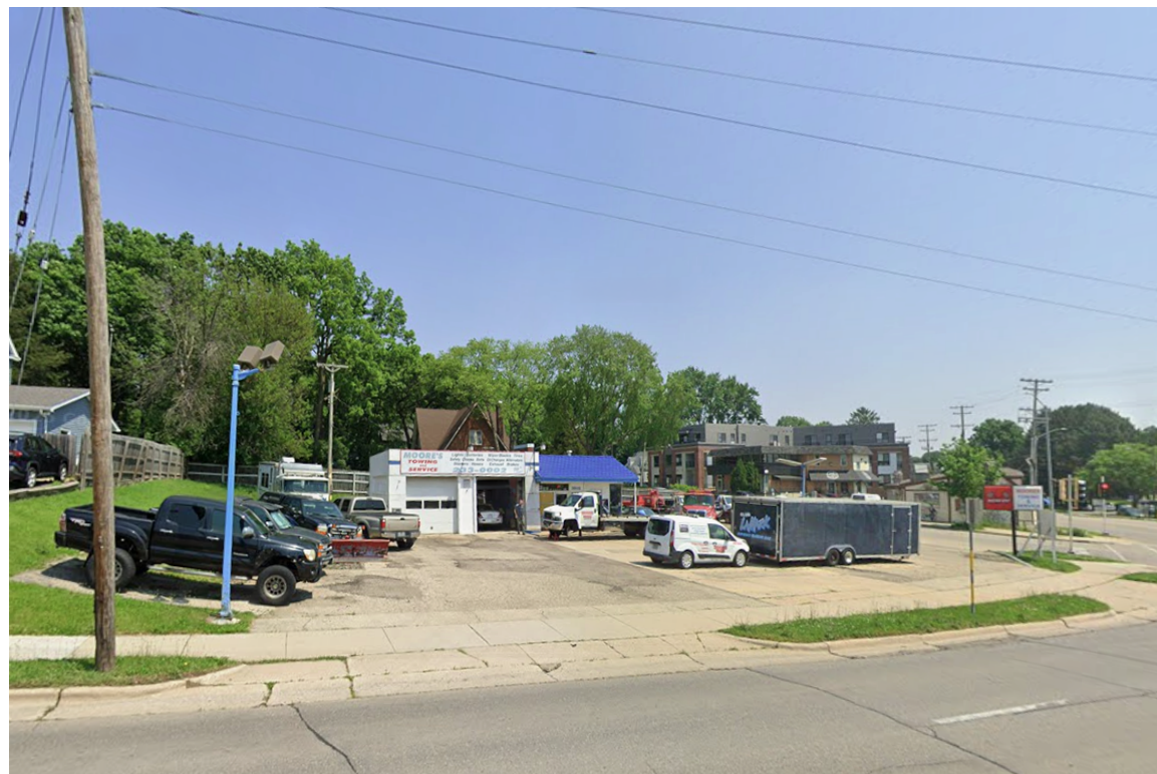
- A. 2,100 GSF
- B. PARKING STALLS: 13 TOTAL
 - a. STANDARD: 12
 - b. VAN ACCESSIBLE: 1
 - c. ACCESSIBLE: 0
- C. BIKE PARKING STALLS
 - a. NUMBER DETERMINED BY CITY STAFF



DEMOS: DEMO EXISTING SIDEWALK TERRACE TO INCREASE DRIVEWAY WIDTH TO ALLOW 2-WAY TRAFFIC; DEMO EXISTING DRIVEWAY AND INFILL, MATCH EXISTING SIDEWALK TERRACE

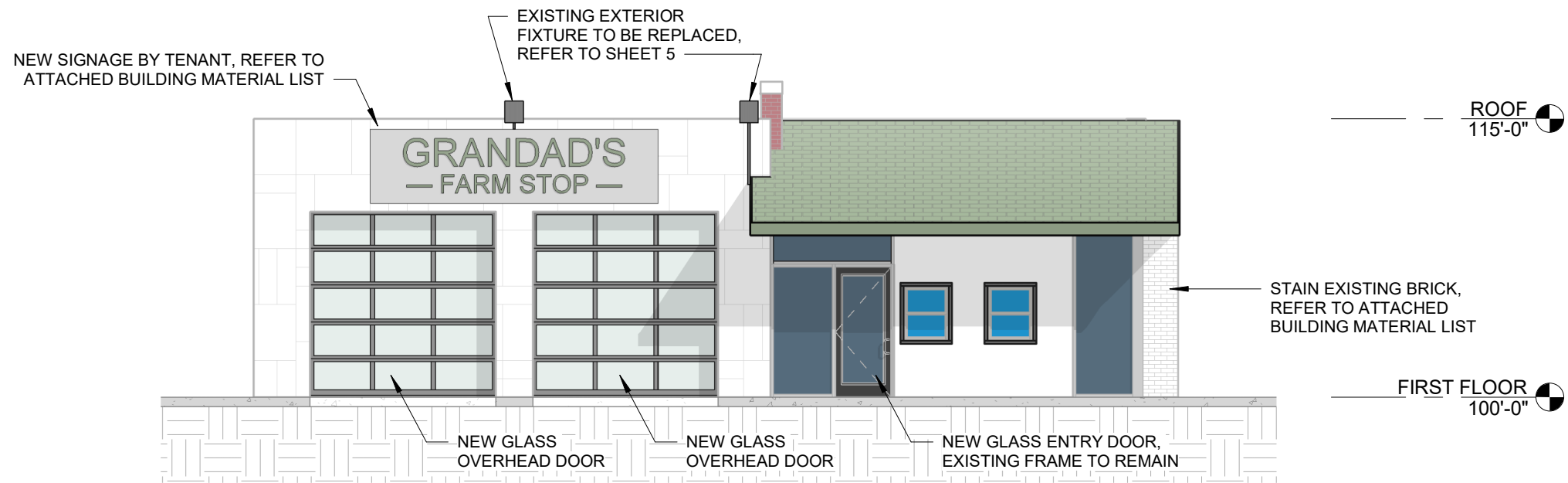
PROJECT LOCATION



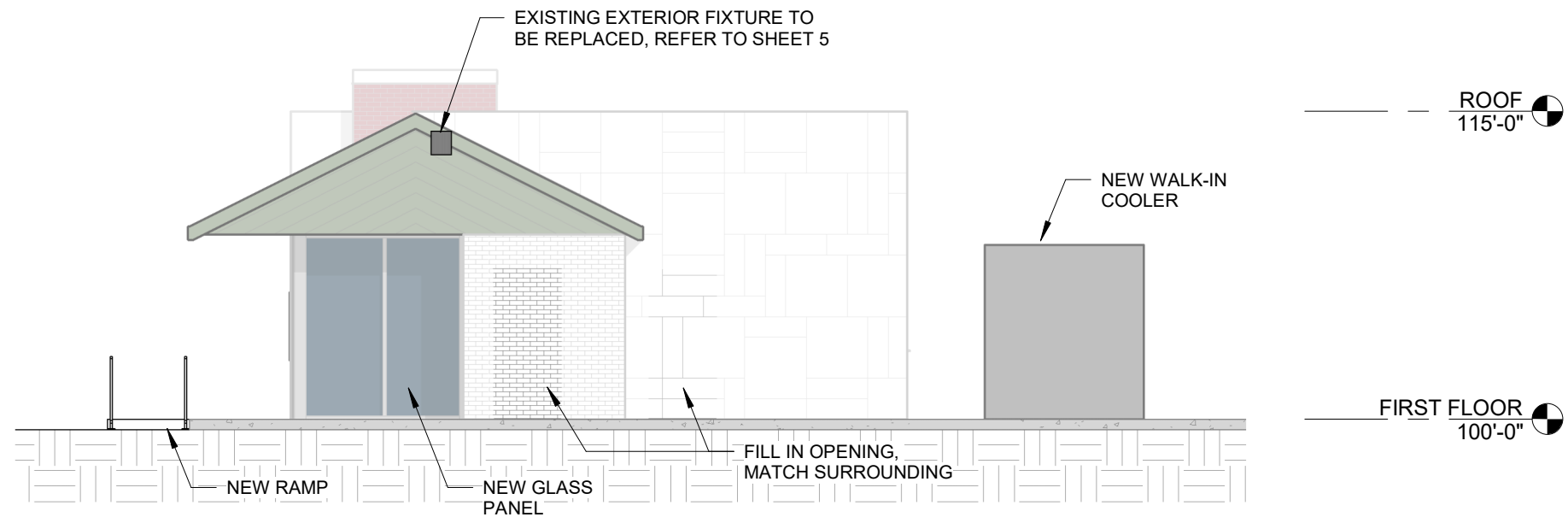


GRANDDAD'S FARM STOP

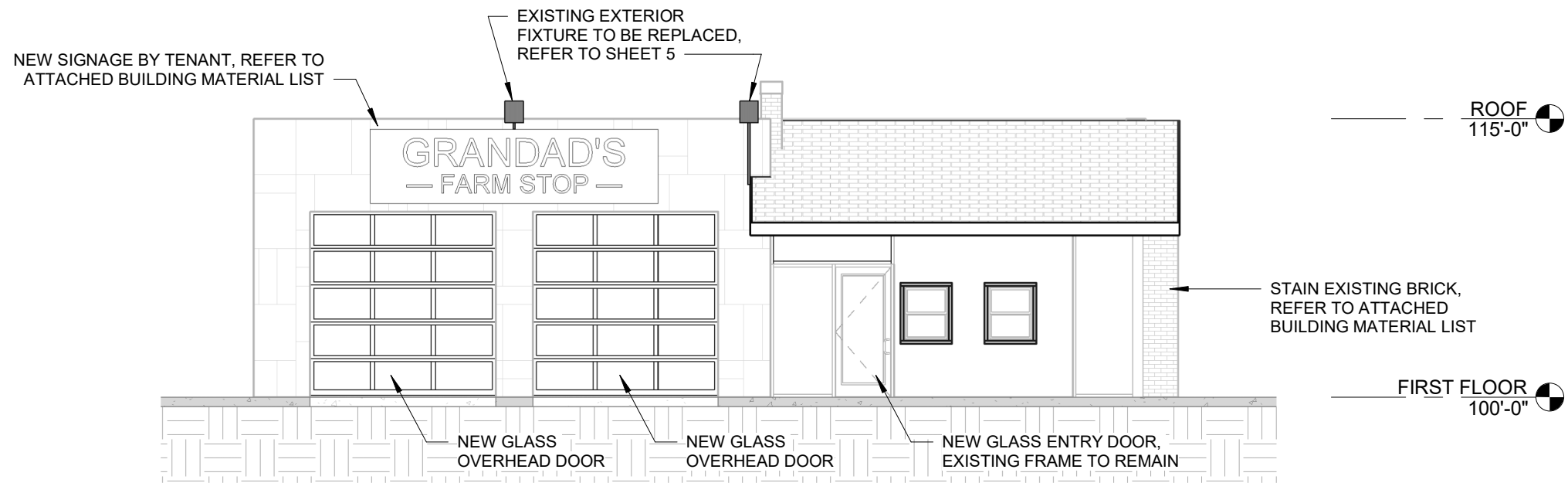
CONTEXTUAL IMAGES



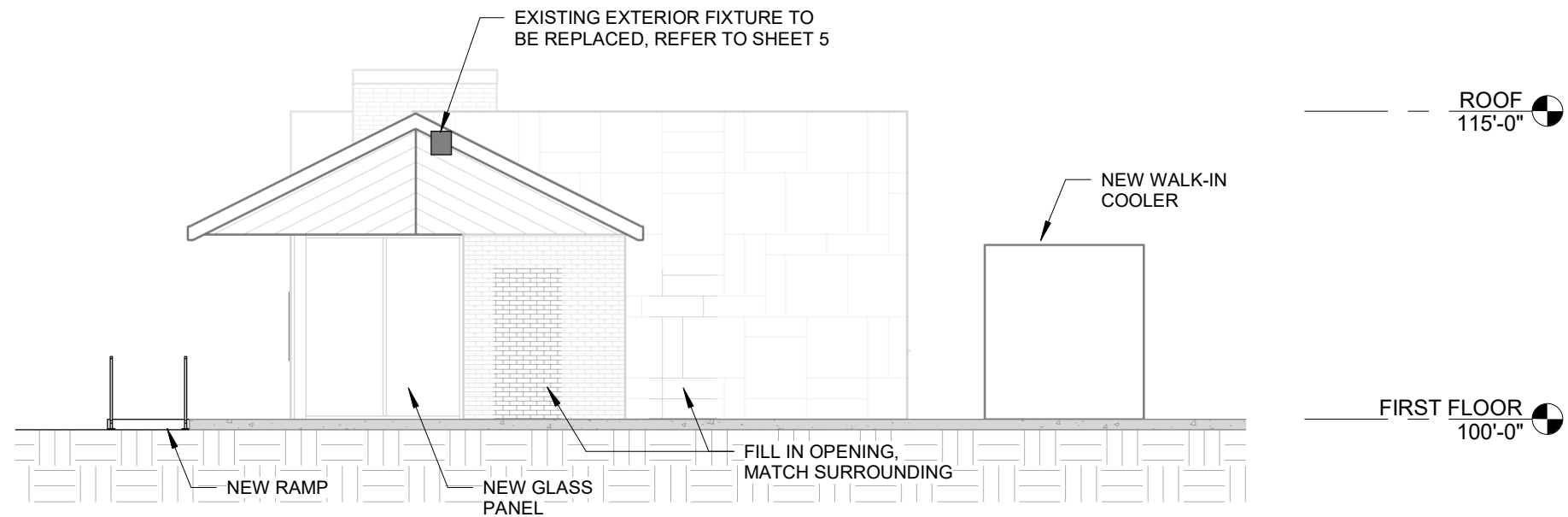
SOUTH ELEVATION - COLOR



EAST ELEVATION - COLOR



SOUTH ELEVATION



EAST ELEVATION

PROPOSED EXTERIOR RENDERING



PROPOSED EXTERIOR FIXTURES



The Redondo Wall Mount

Dome

Mounts

Colors

Galvanized option not available on straight arm mounts
Custom colors are available for an additional fee. Please provide a RAL number

Parts Included

DOME: (S20) Standard 20" Dome

MOUNT: Choose between a 20" straight arm, a 16" gooseneck, a 23" gooseneck, or an upward sloping gooseneck

SOCKET: 120V Medium Base Porcelain Socket and 6ft of Wiring. Comes with a threaded Covernut and Gasket for a secure and water proof seal

MOUNTING HARDWARE: (BP12) Heavy Duty 4" Die Cast Base Plate with Gasket and Screws (fits with a 4" Round Electrical Box)

Features

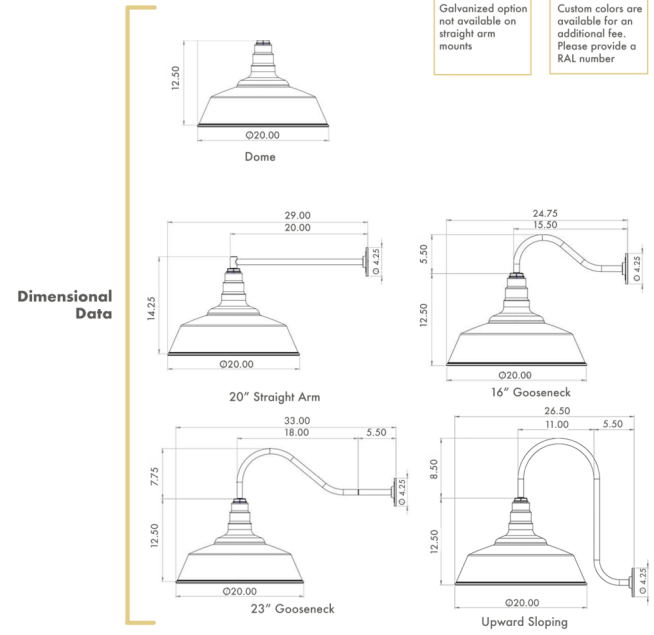
CUSTOMIZABLE: From the shape and the size to the interior color, you can decide what fits best into your vision and we can make it happen.

ALL-WEATHER: Built to last and withstand any storm the outside - or inside - world throws its way.

STEEL CONSTRUCTION: Expertly spun using 18 gauge steel and strong enough to make a lasting statement.

FAST & FREE SHIPPING: We move quickly so your timelines can too - free shipping within 24 hours in the continental US!

APPLICATION: Roof peaks, sides of oversized buildings, large spaces.



Optional Accessories

Electrical Box (RB05): 4" round die cast electrical box which is powder coated to match your fixture.

LED Bulb (LFLA): 800 Lumen Filament LED Medium base screw-in bulb.

6" Mounting Plate (LP12): A larger mounting plate if the standard 4" mounting plate is too small.

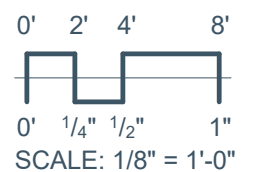
Wire Guard (WG20): A matching wire guard that snaps on to the bottom of the fixture. It comes unfinished but can be powder coated upon request.

Choose each item specification to breakdown the SKU numbers for your order below

Ordering Information

S20 - - - - - - - - - -

Color	Mount	Color	Mounting Hardware	Color	Electrical Box (optional)	Color	Wire Guard (optional)	LED Bulb (optional)
00 04	GB01	00 04	BP12 - Standard 4" Mounting Plate	00 04	RB05 - 4" round die cast electrical box	00 04	WG20	LFLA - LED Bulb
01 06	GB04	01 06	LP12 - Larger 6" Mounting Plate	01 06		01 06		
1M 08	GB05	1M 08		1M 08		1M 08		
03	ST20	03		03		03		



Grandad's Farm Stop

Exterior Renovation — Building Materials & Specifications

Submitted in Support of a City of Madison Facade Improvement Grant Application

This document details the proposed exterior materials, color specifications, and scope of work for the renovation of Grandad's Farm Stop. Each section corresponds to a distinct building component and includes materials, finishes, and compliance considerations for the City of Madison grant review process. **01**

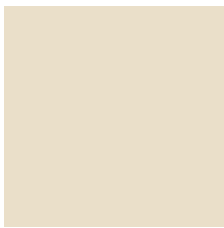
BUILDING BODY — PRIMARY EXTERIOR

SCOPE *Cleaning and painting the existing exterior to improve appearance, durability, and overall visual cohesion of the building.*

Color / Finish Sherwin-Williams SW 6133 Muslin / Satin, or Comparable

Metal Paneling Sherwin-Williams Emerald Exterior Acrylic Latex, or Professional Equivalent **Cinder**

Block Sherwin-Williams Loxon XP, or Professional Equivalent



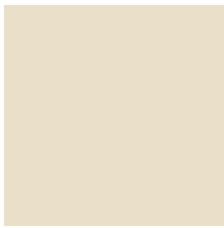
02

MASONRY / BRICK / MORTAR

SCOPE *Cleaning and staining existing brick and mortar to restore character, improve consistency, and enhance the building's historic texture.*

Material / Treatment Sherwin-Williams H&C Colortop Water-Based Solid Color Concrete Stain, or Professional Equivalent

Color / Finish Sherwin-Williams SW 6133 Muslin / Satin, or Comparable



03

ROOF

SCOPE *Cleaning and repainting the existing roof to improve visual appeal, brand cohesion, and consistency with the overall building design.*

Color / Finish Sherwin-Williams SW 6440 Courtyard / Satin, or Comparable

Paint Type Sherwin-Williams Loxon XP, or Professional Equivalent



04

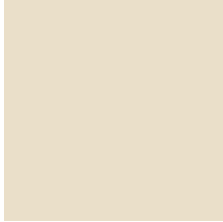
TRIM / EXTERIOR DETAILS

SCOPE Replacing deteriorated trim elements and a non-functioning exterior door to improve durability and overall building appearance.

Material Wood — Cedar

Color / Finish Sherwin-Williams SW 6133 Muslin / Satin, or Comparable

Paint Type Sherwin-Williams Emerald Urethane Trim Enamel, or Professional Equivalent



06

GARAGE DOORS

SCOPE Replacing existing garage doors with new glass overhead doors to create a more inviting façade and enable indoor-outdoor flexibility. **Material** Aluminum Frame, Insulated Glass

Color / Finish Anodized Black, or Matched to Building Color

Operation Manual Opening and Closing

Specification 10' × 10' High Midland Full-view or Partial-view doors with ½" insulated glass



07

EXTERIOR LIGHTING

SCOPE Updating existing building-mounted lighting fixtures and painting property lighting poles to improve visibility and overall site aesthetics.

Fixture Type Redondo Large Barn / Exterior Garage Light | Industrial Gooseneck Fixture

Material / Finish Matte Black Exterior

Manufacturer / Spec Included in Materials List

COMPLIANCE NOTES

All exterior lighting fixtures are fully shielded, downward-directed gooseneck fixtures designed to minimize glare, light trespass, and uplight. Fixtures utilize opaque metal shades that direct illumination toward the ground plane only, consistent with Dark Sky principles.

Fixtures are oriented to prevent light spill onto adjacent properties and the public right-of-way. Lighting will be installed and operated in compliance with applicable City of Madison exterior lighting and zoning ordinances. All fixtures are UL listed for outdoor use and will be installed per manufacturer specifications.



08

SIGNAGE

SCOPE Removing outdated signage and installing new, cohesive, on-brand signage to improve visibility, identity, and overall curb appeal.

Sign Type Single-face, non-illuminated with backer-mounted acrylic dimensional letters **Size**

12' L × 4' H **Dimensional Letters**

- 1¼" deep formed 'Granddad's' — mounted flush to backer
- ¾" deep formed 'Farm Stop' — mounted flush to backer
- Color matched to roof (SW 6440 Courtyard)

Backer Panel

- Aluminum tube frame construction
- Vinyl graphic applied to face
- Wood grain texture finish, color matched to building

09

ADA ACCESSIBILITY IMPROVEMENTS

SCOPE Upgrading the site to meet ADA accessibility requirements, including installation of accessible parking, a compliant entrance, and an accessible ramp. Includes replacing cracked windows adjacent to the door. **Elements Included**

- (1) Kawneer 3068 single door with standard push/pull hardware, lock & closer
- Kawneer framing with 1" insulated LoE glass for sidelight and transom
- Standard anodized finishes for door and sidelight framing
- (1) Stanley Magic Force power operator with (2) wireless push plates **Color**

/ Material Anodized Aluminum

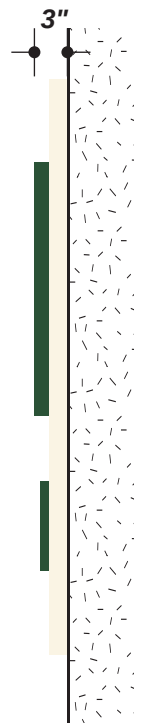


COMPLIANCE NOTES

The proposed storefront entry system — Kawneer 3068 aluminum door, framing system, and insulated glazing — will be installed in full compliance with applicable building codes, energy codes, and accessibility standards.

The entrance will meet ADA requirements and applicable Wisconsin commercial building codes, including accessible clearances, maneuvering space, and operable hardware. The Stanley Magic Force power operator will provide accessible, automatic door operation per ADA standards for accessible entrances.

All glazing will consist of 1" insulated Low-E glass meeting or exceeding applicable energy efficiency requirements, and will be safety-rated where required by code. The entry system will maintain required egress widths and comply with all life safety and fire code requirements for commercial occupancies.



OPTION J

PMS 350 C (PAINT)
 ANTIQUE WHITE (PAINT)

SIDE VIEW



CONCEPTUAL RENDERING (*MAY NOT BE TO EXACT SCALE)
 RENDERING FOR DEMONSTRATION ONLY; CONCEPTUAL RENDERING
 DISPLAYS ANTICIPATED FACADE COLOR UPDATE



ISOMETRIC VIEW

JOB DESCRIPTION

S/F, NON-ILLUMINATED, BACKER-MOUNTED
 DIMENSIONAL LETTERS

DIMENSIONAL LETTERS
 - 1-1/4" DEEP FORMED 'GRANDDAD'S'
 - 3/4" DEEP FORMED 'FARM STOP'
 - MOUNTED FLUSH TO BACKER

BACKER PANEL
 - ALUMINUM TUBE FRAME CONSTRUCTION
 - VINYL GRAPHIC APPLIED TO FACE

INSTALL

FILE NAME: 61503-03-0 DATE: 04.3.26 SCALE: 3/4" = 1'-0"

FILE TYPE: OUT PROD OTHER

JOB NAME: GRANDDAD'S FARM STOP

LOCATION: 3802 MINERAL POINT RD MADISON, WI

DRAWN BY: CS SALESMAN: DAN PIETRZYKOWSKI

DESIGN APPROVED BY:
 AUTHORIZED SIGNATURE _____

DATE _____

UNLESS OTHERWISE SPECIFIED:
 120V PRIMARY POWER TO SIGNS WILL BE BY OTHERS. ALL DATA LINES TO ELECTRONIC SIGNAGE WILL BE BY OTHERS. ALL PAINT COLORS WILL BE SEMI-GLOSS FINISH

THIS IS AN ORIGINAL GENERATED COLOR PRINT. COLORS REPRESENTED ON THIS PRINT MAY NOT MATCH THE PMS CHIP, VINYL OR PAINT COLORS EXACTLY. IT IS TO BE VIEWED AS REPRESENTATION ONLY ALL SIZES, SHAPES AND COLORS DEPICTED ARE REPRESENTATIONAL AND MAY VARY FROM FINAL PRODUCT. THEY ARE ONLY FOR THE CUSTOMERS USE IN CONNECTION WITH A PROPOSED PROJECT. ARTWORK AND PRINTED MATERIAL ARE NOT TO BE USED BY ANYONE OUTSIDE OF YOUR ORGANIZATION, NOR IS IT TO BE REPRODUCED, COPIED OR EXHIBITED IN ANY FORM.





Department of Planning & Community & Economic Development

Economic Development Division

Matthew B. Mikolajewski, Director

P.O. Box 2983
Madison, Wisconsin 53701-2983
Phone: (608) 266-4222
Fax: (608) 261-6126
obr@cityofmadison.com
www.cityofmadison.com/business

Office of Business Resources
Saran Ouk, Manager souk@cityofmadison.com

Tom Otto, Economic Development Specialist
Please send all inquiries to Tom
totto@cityofmadison.com

Façade Improvement Grant

APPLICATION

Please read the Program Summary, which explains the process for applying for this grant. The first step is to discuss your project with City Staff. Please call or e-mail Tom Otto to set up a conversation about your project before applying.

Tom Otto
(608) 243-0178
totto@cityofmadison.com

Application Type (select one):

Mini Grant – Grant up to \$10,000

- Ideal for smaller projects (lighting, awnings, some signage, some maintenance, etc.)
- No architectural drawings required
- No Applicant funding match required
- Streamlined process. Staff review and approval in most circumstances

Façade Improvement Grant – Grant \$10,001-\$20,000 per street facing facade

- Best for major projects, historic renovation, full façade replacement, etc.
- Architectural drawings may be required
- One-to-one match required
- Requires Façade Grant Team and Urban Design Commission approval

Applicant: _____

Phone: _____

Business Name: _____

Business Address: _____

Zip Code: _____

E-mail Address: _____

Property Owner: _____

Property Owner E-mail: _____

Property Owner Phone Number: _____

Number of Employees of Business: _____

Full-time

Part-time

How many Owners?

Ownership Type?

- Sole Proprietorship Partnership Corporation
 S-Corporation B-Corporation LLC

Legal Name of Grantee:

Lease Terms:

Explanation of Project Scope

Attachments

- Copy of lease, land contract or deed
 Building owner's written authorization
 Bids, estimates, contracts, product brochures, design drawings as appropriate

Total Project Budget*

List Individual Project Elements	Total Cost	Grant Dollars Used	Private Dollars Used
Totals			

Mini Grant - Grant requests for amounts up to \$10,000 have no match requirement

Facade Improvement Grant - Grant requests for over \$10,000 require a one-to-one match. Projects can request up to \$20,000 per street facing facade, \$40,000 per two street facing facades, and \$50,000 for a Flatiron Building

List Contractors and Suppliers				
Contractor/Supplier	E-mail	Item(s) or work proposed	Amount	Estimate Provided (Y/N)

Comments

Is the Project in target area (City of Madison Façade Grant Eligible Area)? Yes No

If No, please explain rationale that Project is in an emerging commercial node or activity area:

Applicant's Certification

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Madison Facade Improvement Grant Program and is true and complete to the best of the applicant's knowledge and belief.

Signature:

Date:

Signature:

Date:

E-mail application to: Tom Otto Economic Development Specialist City of Madison totto@cityofmadison.com PREFERRED DELIVERY METHOD	Drop off application: ATTN: Tom Otto Economic Development Division Madison Municipal Building 215 Martin Luther King Jr. Blvd Rm 312 Madison, WI 53701	Mail application: ATTN: Tom Otto Economic Development Division P.O Box 2983 Madison 53701-2983
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