



Timeline and Process Overview

Steps to Success for a Canby Façade Improvement Project

Getting Started

1. **Discuss** your project ideas with the City of Canby Façade Improvement Program Manager. Please contact: Tyler Nizer, 503-266-0772 or by e-mail at NizerT@CanbyOregon.gov. Program information and applications can be found at:
<https://www.canbyoregon.gov/econ-dev/page/facade-improvement-program-0>

Design Assistance Next Steps:

2. **Complete** the Façade Grant Application and deliver it to the Canby Development Services office at 222 NE 2nd Avenue or email NizerT@CanbyOregon.gov
3. **Select** an Architect or Designer from the preferred list (available upon request) or of your own choosing.
4. **Schedule** meetings with the Architect / Designer to collaborate on a design
5. **Contact** Tyler Nizer early in the process to arrange a meeting to review project ideas for alignment on Code, Concept, and construction with:
 - Your Team (applicant and design professional and property owner)
 - Don Hardy, Planning Director
 - Jamie Stickel, Economic Development Director

Façade Construction Grant Next Steps

6. **Finalize Façade Grant Application**
 - Submit copies of design concepts, construction renderings, and construction quotes to Calvin LeSueur to be included with the Façade Grant Application.
 - The Main Street Design Committee will review it and provide input on:
 - Colors and scope
 - Feedback and requests for changes

7. **Construction Grant Approval** –Please mark your calendar for the appropriate Urban Renewal Agency Meeting – scheduled as needed. Please provide your final application and documentation to Calvin LeSueur two weeks prior to the meeting. Calvin will prepare a staff report and present the application on your behalf. Please plan to attend the meeting and have your architect or designer with you to explain your project. **Any work completed prior to formal approval will not be eligible for grant reimbursement.**
8. Have the personal service agreement signed by:
 - The Property Owner
 - Architect / Designer
 - Tyler Nizer, Canby Economic Development + Tourism Coordinator
9. **Start Façade Construction**
10. **URD Reimbursement** – Please submit paid invoices as they accrue during the project to Tyler Nizer, Economic Development + Tourism Coordinator, 222 NE 2nd Avenue, Canby, Oregon 97013. Payment for ½ of the invoices submitted may take up to three weeks.

For Assistance during all stages of your project please contact:

Tyler Nizer, Economic Development Director
503-266-0772 or by e-mail at NizerT@CanbyOregon.gov
Canby Economic Development Department, 222 NE 2nd Avenue, Canby Oregon 97013

For More information: See www.CanbyBusiness.com/facade.

The Façade Improvement Program website has a program overview, all the details and fillable application forms and more.

