



Downtown Monroe

Blade/Suspension Sign Grant

Application



Owner's Name: _____ Date: ____/____/____
 Owner's Mailing Address: _____ Phone: _____

Email Address: _____

Building Name: _____
 Building Address: _____
 Building's Physical Address: _____

Name on Sign: _____ Special stenciling: _____
 Background Color: _____
 Lettering Color: _____
 Will you need to stack signage: YES NO Type of Sign: Blade or Suspension
 If YES, what other businesses are participating? _____

Please attach the following:
 1) Written specifications outlining scope of work 3) Drawings of proposed signage and wall bracket
 2) Property Owners Approval Letter 4) Sign Contractor estimate
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Tenant's Name: _____ Phone: _____
 Business Name: _____

By providing this **Grant Application** to the City of Monroe, I hereby certify for the company that all the information provided is true and correct. I also agree to cooperate with the City of Monroe by providing such information and such access to our records as may be necessary to verify the enclosed information. I also understand that any facts found to be incorrect or false, will be grounds for termination of the incentive grant agreement.

Authorized Corporate Signature: _____ Date: ____/____/____

Please Print Name and Title: _____

Blade/Suspension Signage Grant

Purpose:

The purpose of the Signage Grant (SG) is to encourage and stimulate the introduction of a uniformed, pedestrian-oriented signage into the Central Business. This grant specifically assists in funding a signage project up to \$250 of the total cost. There are design restrictions such as dimensions, color, and location to ensure the preservation of Downtown Monroe's unique architectural characteristics is maintained.

Definition:

A **Blade sign** is constituted as a sign which hangs perpendicular from the front of a business.

A **Suspending Sign** is any sign which is affixed to and supported by an awning or canopy.

Both types of signs alert pedestrians approaching, from a distance, as to the type of merchandise or service that you provide. Ideally a blade sign will say café or ladies boutique instead of the proprietary name that does not convey what your business is about. For example, instead of saying Sally's Boutique, the sign would say "Trending Fashion."

Criteria:

- One (1) Per Façade per business
- Blade and suspending signs shall not be used on the same façade
- Bottom of the sign must be at least 8ft above the sidewalk to eliminate any contact with pedestrian activity.
- Must be mounted below the second floor
- Blade Signs must not extend more than 4 ft. from the building's façade. Suspension signs must not extend more than 5 feet from the building wall or 2/3 of the width of the sidewalk measured from the building.

Sign Specifications

- Signs must have exact wording on both sides to attract pedestrians coming from both directions
- In order to be approved for this grant the sign must be no more than 3 sq. ft.
- Stacking signs are allowed for multi-business storefronts

Guidelines

- Signs must conform to the City of Monroe's Downtown CBD Sign Ordinance.
- Signs must be designed, manufactured, and installed by a professional, sign company/contractor
- Grants are contingent upon final design approval from City of Monroe.

- The City of Monroe reserves the right to withhold approval of the grant application if the signs are not deemed appropriated to the historic integrity of the structure
- This Grant cannot be used for window lettering, awnings, or vinyl signage

Procedure to receive a SGP

SGP applications may be submitted to the Downtown Monroe office at any time. Due to funding cycles, the award of grants begins with the fiscal year beginning July 1st of each year. Grants are awarded to eligible applicants until all funds are expended.

1. The Property Owner or Tenant submits a completed application, photographs, drawings, plans & specifications and contractors cost proposals to Downtown Monroe, City of Monroe. The package must be complete in order to qualify for funding.
2. Once Downtown Monroe, Planning and Development, City of Monroe reviews the project, the applicant will be notified of the status of the application. Construction may **not** begin until the project has been approved and a sign permit is issued.
3. This is a cost reimbursement grant program. Grant monies will be approved upon completion of the project as certified by Downtown Monroe, City of Monroe that the work completed substantially conforms to the pre-approved plans and the project is eligible for the grant payments. Grant monies will be disbursed once the Downtown Monroe office receives copies of all invoices plus a copy of cancelled checks showing proof of payment and after the project has been inspected. It takes approximately 2-4 weeks after approval of the project to receive reimbursement.