



## Castle Rock Downtown Alliance

*A partnership between the Downtown Development Authority and Downtown Merchants Association*

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### Castle Rock Downtown Development Authority Downtown Enhancement Grant Program Fact Sheet

The Castle Rock Downtown Alliance is partnership between the Downtown Development Authority and Downtown Merchants Association. These organizations work together to strengthen the Downtown economy and add energy and vibrancy to Downtown.

#### **Program Purpose**

This program is designed to enhance the environment and public experience in Downtown Castle Rock by encouraging and supporting investment in small scale development projects including façade improvements, expansions, additions, alleyway investments and adaptive reuse projects, and by providing incentive for those projects to start within a timely manner. Often smaller scale developments contribute to the preservation of character and history with the reuse and/or expansion of buildings.

#### **Program Details**

The DDA Board, through the Downtown Special Fund, will match private sector investment up to an amount equal to 2.5% of project costs with a maximum eligible grant amount of \$50,000.

#### **Project Eligibility**

- Project must be located in the DDA district. See map at [www.downtowncastlerock.com/dda](http://www.downtowncastlerock.com/dda).
- Projects costs must equal \$250,000+ and contribute to the vibrancy in Downtown Castle Rock.
- Eligible expenses include façade materials, siding, paint, stucco, lighting, doors, windows, foundation, plumbing, electrical, structural, landscaping, and design. The DDA may consider unique expenses that contribute to vibrancy in support of small-scale development.
- Projects shall not exceed 2 stories in support of small-scale development.
- Application to the Downtown Enhancement Grant Program must be approved prior to the project receiving a building permit.
- Project must receive a building permit within 12 months from time of grant approval. DDA reserves the right to extend this requirement based on reasonable and acceptable circumstances.
- Exterior work must be complimentary to the neighborhood.
- Exterior historic preservation efforts are eligible.
- All uses associated with the project building shall be legal, conforming uses.
- Applicant shall not have any outstanding taxes, fees, and/or other financial obligation owed to the Town of Castle Rock or Douglas County.
- Any removable improvements must stay at the approved project location or be subject to repayment of the grant.
- Applications shall not receive funding for the Downtown Enhancement Grant Program and the Façade Improvement Grant for the same project.
- Projects that have received a prior DDA tax increment incentive or are in the process of executing a new tax increment incentive are not eligible for this grant program.
- Preference will be given to locally owned independent businesses versus franchise businesses.
- Staff will budget up to \$100,000 in the Special Fund each year, and unspent dollars will be rolled over for this purpose. Applications in a given year will be reviewed first come first served.
- *Board reserves the right to grant funds towards expenses of a unique and exceptional nature on a case-by-case basis in an amount determined by the board.*

**Application Process Summary**

1. Meet with Program Contact.
2. Optional: If desired, introduce project to the DDA Board for informal feedback.
3. Submit a Preapplication meeting request (with drawings) to the Town of Castle Rock’s Development Services Dept. to determine required approvals.
4. Submit a complete application to Program Contact for formal approval with the following items:
  - Project description.
  - Elevations/renderings of proposed project prepared by a licensed contractor.
  - Photograph of existing building (“before” photo).
  - Construction cost estimates from a licensed contractor.
  - Timeline of work and date of completion.
  - *Note: The project details approved by the Design Review Board (DRB) or Historic Preservation Board (HP Board) must be the same as what is submitted to DDA Board.*
5. Submit formal land use applications with the Town of Castle Rock, as identified in the Preapplication process in Step 3. This may require neighborhood meetings, staff review, and public hearings by the Design Review Board (DRB) and Historic Preservation Board (HPB).

**Example of Eligible Grant Amounts**

Project Cost	Eligible Grant Amount
	(Max 2.5 % of Project Cost)
Up to \$249,999	Apply to the Façade Improvement Grant Program – max. \$6,000
\$250,000	\$6,250
\$300,000	\$7,500
\$500,000	\$12,500
\$600,000	\$15,000
\$700,000	\$17,500
\$800,000	\$20,000
\$900,000	\$22,500
\$1,000,000	\$25,000
\$1,100,000	\$27,500
\$1,200,000	\$30,000
\$1,300,000	\$32,500
\$1,400,000	\$35,000
\$1,500,000	\$37,500
\$1,600,000	\$40,000
\$1,700,000	\$42,500
\$1,800,000	\$45,000
\$1,900,000	\$47,500
\$2,000,000	\$50,000
\$2,100,000	\$50,000

**DDA Program Contact:** Karah Reygers - [karah@downtowncastlerock.com](mailto:karah@downtowncastlerock.com) - 303-688-7488