

Application Materials Building Improvement & Adaptive Reuse Programs	Information Required		Information Provided	
	Yes	No	Yes	No
Assessor's Summary Report for the property(ies)				
Deed for property(ies) from County Clerk				
State of Oregon Business Registry Report for Business				
Legal Description of property(ies)				
Title Report for property(ies)				
W-9 for Business				
Business' financial information deemed appropriate by COIC Loan Officer				
Site Plan drawn to scale:				
Adjacent Streets				
Points of access				
Existing & proposed easements				
Existing & proposed utilities (e.g. sewer, water, electric, gas, power)				
Location of Fats, Oil, Grease Separator				
Location of existing & proposed fire hydrants				
Existing & proposed water meter size				
Proposed improvements to public Rights-of-Way				
Off-and-On-Street Parking				
Area (sq. ft.) of impervious surfaces on property(ies)				
Sidewalks, patios, courtyards, and decks.				
Fences, screens, and retaining walls, incl. height and materials				
Existing & proposed structures				
Existing & proposed uses on the property				
Existing & proposed signage				
Existing & proposed trash & trash enclosure, incl. screening				
Photos of existing conditions of property & building(s)				
Elevation drawings for the structures proposed to be improved				
Floorplan for building &/or tenant spaces proposed to be improved				
Existing & proposed Occupancy for building &/or each tenant space				
Materials demonstrating compliance w. Residential Design Standards				
Itemized Cost Estimate incl. land, Design Services, Permit fees, & Contingency				
Construction Bids				
Estimated construction costs				

<b>MANDATORY CRITERIA</b> <b>Building Improvement &amp; Adaptive Reuse Programs</b>	Criteria Applies to		Standard Met?	
	Building Improvement Program (X)	Adaptive Reuse Program (X)	Yes (X)	No (X)
1. Project is located in the MURD?	X	X		
2. Property is funding 25% or more of the total project cost with capital other than the MRC's?	X	X		
3. Requested funding is consistent with program grant and loan terms?	X	X		
4. Project is compliant with the applicable City of Madras Development Code?	X	X		
5. Project is compliant with the applicable City of Madras Public Improvement Design & Construction Standards?	X	X		
6. The proposal addresses inadequate, degraded, or obsolete building systems?	X	X		
7. The proposal addresses poor appearance or visible deterioration that discourages investment in surrounding properties?	X	X		
8. Exterior color scheme with 3 or 4 colors is proposed?	X	X		
9. Proposal includes store front windows that are transparent and Low-E?	X	X		
10. Storefront windows lighting designed to illuminate window displays?	X	X		
11. Decorative exterior lighting fixtures are proposed that, include but are not limited, to sconces lighting, goose neck lighting, etc.?	X	X		
12. If appropriate with the proposed use, an outdoor seating and gathering places visible from the adjacent street(s) is provided?	X	X		
13. There is a walkway that connects to the sidewalk in the adjacent street to the principle building entrance(s)?	X	X		
14. The property owners and/or business owners City utility accounts are in good standing?	X	X		
15. The business owner possesses, or can reasonably obtain, a valid business license from the City.	X	X		
16. Proposal use will require a change in Occupancy (Building Code) which will require significant structure, mechanical, electrical, and/or plumbing improvements?		X		

<b>DISCRETIONARY CRITERIA Building Improvement &amp; Adaptive Reuse Programs</b>	<b>Information Required?</b>	
	<b>Yes</b>	<b>No</b>
1. Is the property located in the North or South Corridors or the Core Area as defined in the 2016 Urban Renewal Action Plan?		
2. MRC funding is consistent with current MURD debt financing strategy?		
3. Return of on MRC Investment (ROI)		
4. Number of existing and new jobs created from the project?		
5. What position would a loan from the MRC take on the property (1st, 2nd, 3rd, etc.)?		
6. Will the building, or tenant spaces therein, accommodate a business(es) that does not currently exist in the Madras Urban Renewal District?		
7. What is the local market saturation for the proposed businesses within the building(s)		
8. Will the building, or tenant spaces therein, accommodate businesses that are in high demand for multiple businesses of the same type in the Madras Urban Renewal District?		
9. Will the proposed project inspire Cross Pollination between business by inspiring patrons to visit multiple businesses in a single trip to the downtown area (i.e. patrons visiting the bank, going to a salon, then visiting a restaurant or cafe)?		
10. If applicable, are the large spaces being designed so they can be divisible down to sizes more likely to be absorbed by the local market? (about 1,000 SF to 1,500 SF is optimal for retail)		
11. Do the proposed improvements highlight building details that are unique to the building?		
12. Proposed building has interesting elements or unique materials that can be highlighted to make the structure engaging, eye catching, and inviting.		
13. Are opaque skylights, transom windows, etc. proposed in one-story buildings to allow natural light to illuminate portions of the interior floor space?		
14. Will any proposed outdoor art (murals, standalone installations, etc.) have lighting to illuminate the art in the evening?		
15. Are drop or false ceilings proposed to be removed to expose high ceilings?		
16. Fluorescent lights will be replaced with a range of general lighting & spot lights?		
17. Will the improvements generate tax Increment (increase property tax value). If so, approximately how much?		