



# FAÇADE GRANT POLICY, PROCESS AND TERMS

Route 66 Commission  
Preservation & Design Committee

July 1, 2024

By Executive order, the Tulsa Route 66 Commission was formed to advocate for heritage tourism and historic preservation along Tulsa’s Historic Route 66.

## GRANT GOAL:

Encourage the preservation and rehabilitation of historically significant structures that were constructed prior to or between 1926 -1959 along Tulsa’s recognized Route 66 alignments. This effort will result in a lasting community benefit of accurately restored architectural features that were first experienced during the height of the Route 66 era. The grant application will identify how the structure will be restored to its original historic design.

With the goals to preserve, rehabilitate, and adaptively repurpose historic properties, it is understood that future business occupancy of the structure may be different than the original type of business during the 1926-1959 era.

## GRANT OBJECTIVES:

Understanding that it can increase project costs to restore a building’s original character, the Façade Grant Program is created to assist in funding elements of that increased cost to accomplish a public benefit for preserving and revitalizing structures to promote heritage tourism. The Commission will prioritize projects that improve the exterior appearance of the building through a grant for physical improvements that meet the objectives of the *Secretary of Interior’s Standards for Rehabilitation of Historic Properties* described in Section XI.

## GRANTS:

Matching grants are awarded based upon meeting the goal and the project’s Eligible Restoration Expenses. The minimum grant award is \$10,000.00 and the maximum grant award is \$40,000.00. Applicants must commit to maintaining the façade restoration for a minimum period of six-years from the project’s time of completion.

## TULSA ROUTE 66 BOUNDARIES:

Tulsa has two recognized Route 66 boundaries. One is identified in Ordinance 23933 as a Zoning Overlay District, “Route 66 Overlay”. Although the downtown alignments are not included in the Overlay District, recognized downtown alignments and identified abutting properties are eligible for the grant program. Provisions of the underlying zoning code within the Overlay District and on the Downtown alignments remain in effect. Properties within the Route 66 Overlay Zoning District may be identified by the blue dashed line in this zoning map link: <https://www.cityoftulsa.org/media/22656/rt-66-neon-overlay-flyer-082823.pdf>

For downtown eligible properties, see **Exhibit A** at the end of this document.





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## I. ELIGIBLE STRUCTURES

- Structures located on alignments of Route 66 in the City of Tulsa identified in the Route 66 Ordinance Overlay District or the Downtown Route 66 Parcel Map shown in Exhibit A; and
- Structures built prior to or during the years of Route 66 significance (1926-1959); and
- Zoned for commercial, industrial, or mixed use. Residential structures are not eligible unless the structure is currently zoned commercial, industrial or mixed-use and currently or most recently occupied for commercial use; and
- The façade is primarily visible from the Route 66 public right-of-way.
- Multiple addresses for the same building may be considered as separate façades for grant purposes if owned separately or leased as separate businesses.
- The property must not have any outstanding judgement liens, code violations, delinquent ad valorem property taxes, or other outstanding regulatory violations.

## II. ELIGIBLE APPLICANTS

- Property owners of eligible structures.
- Business Lessees(s) of eligible structures with the property owner's signed consent.

## III. APPLICANT MATCH

- The Applicant must provide not less than 50% of the eligible cost of the improvements. The City's matching contribution will be 50% of the Applicant's eligible improvement costs but not less than \$10,000.00 and not to exceed \$40,000.00.



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### IV. ELIGIBLE GRANT EXPENSES

The Tulsa Route 66 Façade Grant Program reimburses documented Eligible Restoration Expenses in a range between a minimum grant of \$10,000.00 and a maximum grant of \$40,000.00 to:

- Restore original façade elements.
- Replace historically accurate façade elements when the original does not exist.
- Restore original window systems.
- Replace historical window systems when the originals do not exist.
- Replace or repair the portion of the roof features if visually part of the historic façade. For example, a terra cotta tile feature that connects the façade to the roofline.
- Repair masonry.
- Repair historic external light or lighting fixtures. For example, lantern or sconce fixtures.
- Replace historic external light or lighting fixtures. For example, lantern or sconce fixtures.
- Remove non-historic elements or features.
- Sales Tax; and
- Building Permit Fees.

### V. OTHER ELIGIBILITY REQUIREMENTS

- Rehabilitation shall conform to the Secretary of Interior's Standards for all Treatment of Historic Properties, and applicable local ordinances.
- All permits including building, electrical, and plumbing must be submitted, as required.
- Project must not commence until approved by the Mayor as evidenced by a signed Grant Agreement contract and Notice to Proceed by the City of Tulsa project manager.
- The City is not responsible for any of the Applicant's costs prior to evidence of the signed Grant Agreement contract, including preparation of the application, design or other costs incurred regardless of whether the Application is submitted, approved, or rejected.
- The Applicant must provide all eligible cost quotes from and payments to vendors and present to the City paid vendor invoices with a zero-balance due for all eligible expenses. The City's contribution will be reimbursed as determined in the Application.
- Projects must be completed as outlined in the grant Application as an exhibit attached to the Grant Agreement contract in order to receive the grant reimbursement.
- Construction should begin within six to twelve months of grant approval.
- The Commission reserves the right, solely at its discretion, to require additional information prior to making a recommendation and/or refuse any Application or any grant, in whole or in part, for any reason.



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### VI. INELIGIBLE RESTORATION GRANT EXPENSES

The following costs will not be eligible for the grant's reimbursable costs; they are outside of the grant program and are the sole responsibility of the Applicant:

- Acquisition of property.
- Reconstruction of non-extant structures.
- Labor by the Applicant or employees of the Applicant or property owner.
- Interior building materials, furnishings, plumbing, or electrical systems.
- Operating costs.
- Landscaping.
- New facility construction.
- Demolition of entire structures or historic elements (non-historic elements may be removed).
- Non-capital expenses or events.
- Phases of the project underway or completed at the time the Application is approved.

### VII. THE GRANT APPLICATION WILL BE PROCESSED AS OUTLINED BELOW:

- Prior to obtaining building permits, the Application and supporting documents are submitted for review and recommendation by the Review Committee to the Tulsa Route 66 Commission.
- The Tulsa Route 66 Commission may vote a provisional recommendation based upon the Applicant submitting appropriate final construction plans to the Permit Center and obtaining all required permits.
- Once permits are obtained, Applicant submits copies of (1) the permits and (2) final construction documents with concept illustrations and cost quotes to the City's Project Manager.
- Applicant will submit: (1) W-9 Form and (2) Supplier Registration Form.
- Application, supporting documents, and permits will be attached to the grant contract and routed for the Applicant's and the Mayor's signatures.
- Evidence of an approved Application and Grant Award is a contract executed by the Applicant and the Mayor for the grant amount.
- Applicant receives: "Notice to Proceed" from the City of Tulsa Project Manager (no work should begin prior to Notice to Proceed).
- Applicant completes the project in accordance with approved permitted construction documents.
- Upon completion and approval by the Project Manager for all work, the Applicant submits (1) copy of the final field inspector's report, (2) receipt from all contractors and vendors of paid eligible project cost payment with zero balance indicated and no liens, (3) a photo of the completed project, and (4) an invoice to the Project Manager with the Contract Number to the City of Tulsa for the grant amount appearing in the grant contract. The City of Tulsa has no obligation above the awarded grant amount.



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## VIII. BY SUBMITTING ITS APPLICATION, APPLICANT UNDERSTANDS AND AGREES:

- Applicant is not entitled to be reimbursed grant funds per executed Grant Agreement until project completion per the signed agreement and submission of all required documentation.
- Applicant agrees to maintain the property in good condition and proper working order after project completion for a term of not less than six years.
- Applicant agrees that any historic elements restored, or any historically appropriate elements added will not be removed, obscured, or altered without City’s consent within the six-year period. If these elements are removed, altered, or obscured within the six-year period, Applicant agrees to refund to the City the percentage of pro-rated grant funding of that line-item cost.
- Applicant’s rights and obligations may not be assigned without the City’s prior written consent.
- Applicants are encouraged to use local vendors when possible.

## IX. FOR QUESTIONS

For questions or to submit the Application and supporting documents, please contact or submit to the Project Manager:

**Autumn Tiller, Planner**

City of Tulsa Planning Office  
175 E. 2nd St. Suite 480, Tulsa, OK 74103  
(918) 596-7629  
astiller@cityoftulsa.org

## X. FAQ

**How do I know my property is within the Route 66 Overlay District or in an eligible Downtown Parcel Map location?**

The Zoning Overlay District boundary highlighted by a dashed blue line can be found at:  
<https://www.cityoftulsa.org/media/22656/rt-66-neon-overlay-flyer-082823.pdf>

A map for Downtown Parcel properties appears at the end of this document as Exhibit A.





## FAÇADE GRANT POLICY, PROCESS AND TERMS

### What is a façade?

For this grant's purpose, a façade is the front exterior of the building, especially the principal frontage that looks onto the primary street, Route 66. For this grant, an eligible façade must be primarily visible from the street's public right-of-way. Multiple addresses for the same building may be considered as separate façades for this grant's purpose, if applied for by separate building owners or lessees.

### I need to repair the roof of my building. Is it an eligible grant expense?

Although roofs are not eligible expenses, replacing or repairing the portion of the roofline features which are visually a part of the historic façade, for example, a terra cotta tile feature that connects the façade to the roofline, may be included as part of the Eligible Restoration Expenses.

### What permits will I need?

The type of permit required by the City of Tulsa will depend on your project's overall occupancy and construction elements. Obtain permits prior to beginning any construction or improvements. Permits that may be required include: commercial building, zoning clearance, certificate of occupancy, electrical and mechanical, plumbing, and right-of-way minor construction. For more information about obtaining a permit, or whether one is required, please contact the Building Permit Center (918) 596-9601.

A link to the Permit Center is: <https://www.cityoftulsa.org/permitting>

A link to the pamphlet guide for the commercial building permit process is:  
[https://www.cityoftulsa.org/media/1260/comm\\_090914.pdf](https://www.cityoftulsa.org/media/1260/comm_090914.pdf)

### What's the process for applying and how long will it take?

Applications will be reviewed by the Review Committee during its regular monthly meeting on the first Thursday of the month. However, complete applications and supporting documents must be turned into the Project Manager no less than two weeks prior to the meeting in order to be eligible for review. The Route 66 Commission meets on the second Tuesday of the month and makes recommendations to the Mayor. Once approved by the Mayor, as evidenced by a signed Grant Agreement Contract agreement, the Applicant will receive a "Notice to Proceed" from the Project Manager and may begin. Timing on these steps may vary based on the project and the permitting processes. See also details outlined in Section VI.

### When will I receive grant funding?

Grant funding will be reimbursed to the Applicant upon completion of the project as outlined above when the Project Manager signs off on the work; and the Applicant submits field inspection report(s), receipts from all contractor and vendors of paid eligible projects with zero balance attached to an invoice to the City of Tulsa for the contracted grant amount.



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### XI. DOES THE PROJECT MEET THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION OF HISTORIC PROPERTIES?

1. The property shall either be used for its historic purpose or require minimal changes to retain/restore defining characteristics of the building, its site, and environment. Examples and further information are available at: [https://www.wbdg.org/FFC/NPS/nps\\_standards-treatment-guidelines-historic-properties\\_2017.pdf](https://www.wbdg.org/FFC/NPS/nps_standards-treatment-guidelines-historic-properties_2017.pdf) or in the table, "Entrances and Porches" below.\*
2. The historic character of the property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new features shall match the old in design, color, texture, and other visual qualities and, where possible, materials.
7. Chemical or physical treatment, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with existing architectural features to protect the historic integrity of the property and its environment.

**\*With the goals to preserve, rehabilitate, and adaptively repurpose historic properties, it is understood that future business occupancy of the structure may be different than the original type of business during the 1926-1959 era.**



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Example for Standard #1 above.

*The following work is highlighted to indicate that it is specific to **Rehabilitation** projects and should only be considered after the preservation concerns have been addressed.*

## ENTRANCES AND PORCHES

### RECOMMENDED

### NOT RECOMMENDED

#### Designing the Replacement for Missing Historic Features

Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing entrance or porch is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

#### Alterations and Additions for a New Use

Enclosing historic porches on secondary elevations only, when required by a new use, in a manner that preserves the historic character of the building (e.g., using large sheets of glass and recessing the enclosure wall behind existing posts and balustrades).

Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials rather than clear glazing, or by placing the enclosure in front of, rather than behind, the historic features.

Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).

Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.





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## EXHIBIT A

### Downtown Route 66 Alignments Parcel Map

