



BRIAN HEAD TOWN

Business Beautification & Dark Sky Program Application

It is the Town goal to “Improve the First Impression of Brian Head” and in an effort to obtain this goal, the Town is offering grant funding towards the improvement of exterior and landscaping for commercial businesses located within the Redevelopment Agency area. Condominiums may be considered for a retrofit lighting project to be in compliance with the Dark Sky provisions identified in the Land Management Code.

Date of Application: _____

Name of Business: _____

Physical Location of Business/Condominium Complex: _____

Business/condos must be located within the Redevelopment Agency/CDA Area (see map)

Applicant Name: _____

Phone # _____ Email Address: _____

Mailing Address: _____

Improvement Information

Please describe in detail the improvements for your business/condominium complex:

To be Submitted with Application:

- ☐ Site plan showing parcel and proposed improvements.
Color palettes, sample materials, pictures of exiting examples and any other illustrations of proposed improvements to ensure adherence to Land Management Code (LMC) guidelines.
 - ☐ Minimum of three (3) quotes from qualified contractors/service providers showing the anticipated costs of improvements.
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Program Eligibility

- ☐ Business façade/exterior, landscape improvement or lighting retrofit projects for commercial businesses (restaurant/retail/office) are eligible. Residential and condominium improvements are not eligible with the exception of:

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- ☐ Condominium lighting retrofit projects may be considered.
 - ☐ Applicant/owner's business / condominium complex is located within the RDA/CDA Boundary.
 - ☐ Must have a 75% private match. Match must include out-of-pocket costs only. Volunteer labor and in-kind match are not eligible.
 - ☐ Projects/improvement which are underway or completed prior to the application receipt date or notification of grant approval is not eligible for funding. New construction is not eligible, but applicant may request incentives directly from the Town Council through a development agreement.
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Application Process

- ☐ Applicant submits application packet to the Brian Head Town Clerk, located at 56 N. Hwy. 143, PO Box 190068, Brian Head, UT 84719 or email: nleigh@bhtown.utah.gov
 - ☐ Applications will be evaluated on a first come, first served basis, and approval or denial will be granted within four (4) weeks of the date of receipt of a completed application.
 - ☐ Town staff will review the application for completeness and make a recommendation to the Planning Commission.
 - ☐ The Planning Commission will have final approval authority.
 - ☐ Applicant will have 180 days from approval to complete the improvements. Extension may be granted for extenuating circumstances by the Town Manager.
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Selection Criteria

- ☐ The proposal improves the aesthetic quality of the commercial core.
 - ☐ The proposed improvements are strictly consistent with Design Standards identified in the LMC.
 - ☐ The proposal is cost effective.
 - ☐ Condominium complexes are eligible only for retrofit lighting projects that meet the Dark Sky lighting provisions identified in the Land Management Code.
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Funding Procedures:

Funding will be provided to the applicant as a reimbursement request which includes:

- ☐ Proof of approved permit(s)
- ☐ Proof of purchase or receipts of completed improvements
- ☐ Inspection of the improvements by Town staff for consistency with information provided in completed application.



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FOR TOWN STAFF ONLY

Completed Application:

- ☐ Site Plan showing parcel with improvements.
 - ☐ Examples of color palettes, materials, pictures of existing examples or other illustrations.
 - ☐ Meets the Dark Skies provision as a retrofit lighting project.
 - ☐ In compliance with LMC.
 - ☐ 75% private match met. Total Cost of Project \$_____
 - ☐ Town staff recommendation to Planning Commission.
 - ☐ Planning Commission Approval.
 - ☐ Receipts or proof of purchase submitted.
 - ☐ Inspection of improvements by Town staff.
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Department Sign Off

Building Department.

Administration Dept.

Administration Dept.

Planning Commission

- ☐ All departments signed off
- ☐ Application approved: Y / N
- If denied, date of letter sent: _____

Date presented to Commission: _____

Conditions Required: _____

Date Approved

