



State Historic Building Grant Program Building Owner Application

The City of Litchfield (“City”) has been awarded a \$2,025,000 grant from the State of Minnesota to design and rehabilitate the facades of publicly and privately owned buildings in the locally designated and National-Register listed Litchfield Commercial Historic District. The grant will be administered by the Minnesota Historical Society (MNHS) with review by the State Historic Preservation Office (SHPO). The City will retain a Project Architect for design and construction documents, as well as a General Contractor to complete the construction. Participating building owners must enter into a **Façade Contract with the City**. The final draft **Façade Contract** is posted on the City’s website. Anticipated grant-funded work includes condition assessment, design, and construction related to masonry repair, storefronts, windows, and other elements of building facades that are visible from the public rights of way. Additional information can be found on the City’s website:
<https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant>

This application form must be received by the city in hard copy or electronic form by August 20, 2025, by 5:00pm. The form can be returned to

City of Litchfield
Attn: Dave Cziok, City Administrator
126 Marshall Ave. N.
Litchfield, MN 55355

Or: Dave.Cziok@ci.litchfield.mn.us

Please provide the following information. Attach additional sheets as necessary.

Building Information

1. Applicant

- a. Name:
- b. Phone Number:
- c. Email:
- d. Mailing Address:

2. Building

- a. Address:
- b. Property Identification Number (PID):

3. Ownership Entity

- a. Name:
- b. Address:
- c. List additional ownership entities as necessary:
- d. List authorized individuals to act on behalf of entity. If you are not an authorized individual, then a signed letter by an authorized individual approving this application must be attached.

4. Date of purchase:

5. List all recorded mortgages and liens. For mortgages, include mortgage holder, amount, and maturity date. For liens, include lienholder and amount.

6. List any encroachments or encumbrances that would impact construction work on the exterior.

7. Attach insurance certificates for the building property and owner's general liability insurance.

8. Attach prior title work such as a title opinion or title commitment for the subject property (if available). If unavailable, write "not applicable."

Requested Work

9. Describe work for which grant funding is requested. Examples of grant-funded work include: masonry repair (specify location and type of masonry), storefront and door repair (describe storefront and/or doors), window repair (describe number and location of windows), metal repair (describe type and location of metals), signage, and other repair work visible from the public rights of way.

Prior Building Improvements

10. List any reports regarding the condition of the building, including the name of the report, provider, and date completed.

11. List all capital improvements and repairs made to the building in the past 7 years, including approximate amount of work.

12. List any city, state, or federal funds used to complete the work.

13. List any work planned for the next 3 years, and approximate costs.

14. Is there anything else that the City should consider as part of this application?

By signing below, Applicant acknowledges all information provided by Applicant is true and accurate to the best of Applicant's knowledge and that Applicant has reviewed the terms and conditions of the draft Façade Contract.

Applicant Signature:

Applicant Name:

Date: