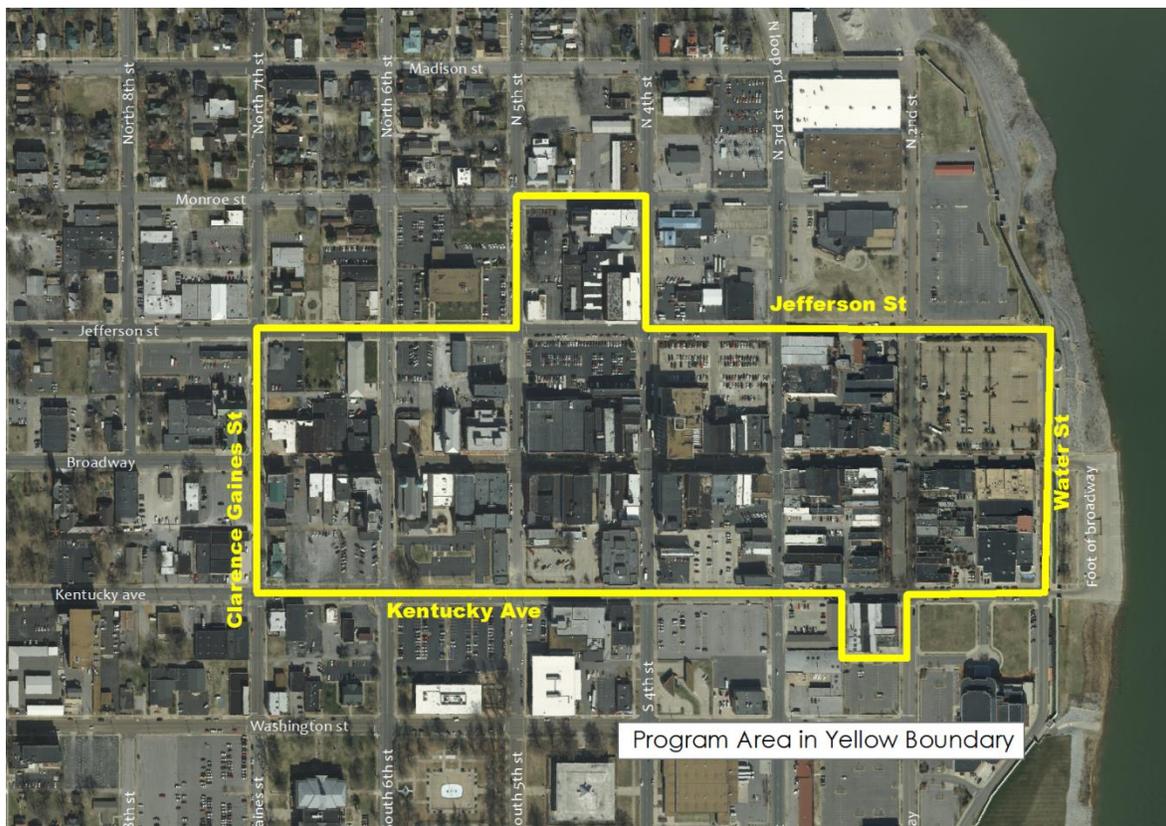




# ROOF STABILIZATION ASSISTANCE PROGRAM



Section 34-131 Code of Ordinances City of Paducah, Kentucky

Authorized by Ord. 2013-08-8056 on August 13, 2013



Paducah Main Street  
Department of Planning  
300 South 5<sup>th</sup> St, Suite 209 City Hall  
P.O. Box 2267, Paducah, KY 42002  
Phone 270-444-8690 | [planninginfo@Paducahky.gov](mailto:planninginfo@Paducahky.gov)  
<http://www.paducahky.gov/downtown-development-programs>

## PROGRAM DESCRIPTION

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The Roof Stabilization Assistance program is in response to the large number of historic buildings in Downtown Paducah that have roof problems that endanger the fabric and appearance of the historic area. By providing grants to property owners to repair their roofs, the City of Paducah & Paducah Main Street help stop the further deterioration of the historical assets in our downtown.

Funds are allotted each budget cycle (July 1) to provide reimbursement of the costs for the stabilization and replacement roofs of eligible buildings in the Roof Stabilization Program Area. The program area is delineated on the preceding map. Reimbursement is up to 50% of the costs; however no grant may be more than half of the annual allotment.

Eligible roof stabilization improvements must be a permanent, water tight sustainable leak proof roofing system. Patches or leak repair are not eligible under this program. Minimum 10-year warranty is required. The City of Paducah reserves the right to approve or deny any application. Grant awards will be given based on availability of funds. Periodically during the fiscal year, the City of Paducah requests applications for the purpose of roof stabilization.

To determine eligibility, the applications reviewed in accordance with the following criteria:

- Urgency of roof stabilization = 25%
- Contributing structure on the National Register of Historic Places = 25%
- Historic relationship to adjacent structures = 25%
- Capital commitment of owner to rehabilitate remaining structure = 25%

## HOW TO REQUEST ASSISTANCE

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Please reference Ordinance #2013-8-8056 (attached) for the program details. Application must be made before actual work on the roof begins.

Complete the application and provided the required submittals to the City of Paducah, Department of Planning. Note: Only complete applications will be considered. If you have questions regarding application paperwork, contact the Paducah Main Street Program prior to submittal.

Staff will review the application for completeness and determine eligibility. Eligible applications will be referred to the URCDA board for consideration. URCDA has authority to approve grants up to \$50,000. City Commission has authority to approve grants over \$50,000.

## CITY OF PADUCAH LIST OF QUALIFIED ROOF CONTRACTORS

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**Atlas Roofing Contractors Inc.**

Post Office Box 610  
Paducah KY 42002-0610  
Phone: (270) 442-6175

**Gordon Roofing**

829 South 3<sup>rd</sup> Street  
Paducah, KY 42003  
Phone: (270) 444-9111

**Minter Roofing Company Inc.**

1922 Church Grove Road  
Benton, KY 42025  
Phone: (270) 527-1438

**West KY Roofing LLC**

6205 Old Mayfield Road  
Paducah, KY 42003  
Phone: (270) 559-7997

**Southern Roofing Company Inc.**

400 Nip Drive  
Paducah, KY 42003  
Phone: (270) 443-9375

**Klapp Roofing**

1403 State Route 940  
Mayfield, KY 42066  
Phone: (270) 559-4263

**Chambers Roofing**

2605 Cairo Road  
Paducah, KY 42001  
Phone: (270) 442-8326



# Roof Stabilization Assistance Program Application



## ABOUT THE BUILDING & PROPERTY WHERE IMPROVEMENTS WILL BE MADE

ADDRESS \_\_\_\_\_

CURRENT USE OF THE BUILDING \_\_\_\_\_

## APPLICANT'S INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## PROPERTY OWNERS' INFORMATION (IF DIFFERENT THAN APPLICANT)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

## NAME OF THE SELECTED COMPANY TO DO THE REPAIRS

\_\_\_\_\_

Is this address located within the Roof Stabilization Project Area (see map)?  Yes  No

Is the structure a contributing structure within the Downtown Historic District?  Yes  No

Do you own the property?  Yes  No

Do you have a pending sales contract on property?  Yes  No

Are the property taxes paid up to date?  Yes  No

Are there any current code violations pending on the property?  Yes  No

Do you have property Insurance?  Yes  No

Have any insurance monies been paid for the roof or stabilizing structural components in the last five years?  Yes  No *If Yes, claim documentation and detail of payment must be provided.*

## REQUIRED SUBMITTALS

The following information MUST be submitted:

- \_\_\_ A. Clear, current photographs showing the current physical conditions that need repair
- \_\_\_ B. Proof of financial ability to complete 100% of roof stabilization project. [The grant is a reimbursement of up to 50% of project costs.]
- \_\_\_ C. Copy of the property deed and/or sign sales contract
- \_\_\_ D. Copy of Property Insurance Policy

- \_\_\_\_\_ E. List of owners/partners or officers/directors who have ownership in the property
- \_\_\_\_\_ F. Three (3) Current Third Party Estimates of work to be done from a qualified roofing contractor. Estimates must include a detailed itemization of the scope of work that includes: 1) Tear off of all previous roofing material down to decking as required on all commercial re-roofs. 2) A cost per square foot for decking/structural wood repairs, 3) Specific substrate material and thickness of roofing membrane (i.e. 1.5” ISO mechanically fastened, 60 mil. EPDM fully adhered), 4) Flashing of all penetrations including parapet walls, 5) Repair/replace coping, gutters, downspouts, scuppers, etc. 6) 10-year City of Paducah Warranty. Any estimate that does not include all of the aforementioned requirements shall be deemed unresponsive.
- \_\_\_\_\_ G. Letter explaining the urgency of the Roof Stabilization Project and the capital commitment by the owner to rehabilitate the remaining structure, if needed

**ATTESTATION:** I certify that all statements on this application are true and correct to the best of my/our knowledge. My signature below means that I have read the Roof Stabilization Assistance Ordinance # 2013-8-8056 and that I understand the City’s program. I hereby grant permission for the City of Paducah to verify the information supplied on my application.

I understand that this program is funded by the City of Paducah and funds and resources may or may not be available on a yearly basis. Therefore, by signing this application, I understand there is no guarantee of acceptance into the program. Building permits for the project must be obtained by June 30th of the current fiscal year. Final deadline for project completion is sixty days into the next fiscal year. Failure to meet the deadline renders the project ineligible to receive grant funding.

I understand that the City of Paducah will review all applications and further reserves the right to approve or deny any application.

I agree to allow the City of Paducah to use illustrations, photographs, or other images of this project for reports, publications and advertisements both print and electronic.

I understand that as a participant in this program, I will be issued a 1099 for the grant amount received.

A copy of the minimum required Ten Year Warranty included with this application.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_