

# APPENDIX I: EIG APPLICATION

<b>Date of Application:</b>	4/28/21
<b>Building/Property Address:</b>	413 Monroe
<b>Applicant's Name:</b>	Kris Shepherd
<b>Name of the Business:</b>	Memphis Makeover Masters LLC
<b>Ownership Status:</b>	<input checked="" type="checkbox"/> I own the property <input type="checkbox"/> I am purchasing the property <input type="checkbox"/> I will lease the property <input type="checkbox"/> Other _____
<b>Primary Project Contact:</b>	Name: Kris Shepherd
	Phone: 901-619-4361      Email: kshepherd9600@gmail.com
	Mailing Address: 115 St. Andrews Fairway, Memphis, TN 38111
<b>Describe the existing condition of the property.</b>	Deteriorating brick, weathered garage door, broken and closed-off windows with rusted framing on first and second floors
<b>Describe the proposed future use of the property.</b>	Finalize a long-term lease with tenant or tenants for retail space, warehouse space, and second floor apartment.
<b>What exterior improvements do you plan to make to the property?</b>	<ul style="list-style-type: none"> <li>* Add new retail door.</li> <li>* Masonry and tuckpoint repairs.</li> <li>* Painting of exterior brick.</li> <li>* Add architectural lighting.</li> <li>* New large windows on first level.</li> <li>* New windows on second level.</li> <li>* Landscaping on north side to include sidewalk repair, trees and irrigations system</li> <li>* New garage door</li> <li>* Add awning</li> <li>*</li> </ul>
<b>Architect (if applicable)</b>	Name: Charles Shipp      Phone: 901-680-0204 Company: Charles Shipp Architects
<b>Total Project Budget:</b>	
<b>Total Grant Requested:</b>	
<b>Property Owner: (If not the applicant)</b>	Name: Memphis Makeover Masters LLC (Principal - Kris Shepherd)
	Phone: 901-619-4361      Email: kshepherd9600@gmail.com
	Mailing Address: 4158 Summer Ave, Memphis, TN 38122

<b>Disclaimer:</b>	The CCDC, DMC, and its affiliates are not responsible for business consulting, planning, design, or construction of improvements to property that is owned by the applicant or any other entity. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Exterior Improvement Grant. The applicant is advised to consult with licensed architects, engineers, and/or building contractors before proceeding with final plans or construction.
<b>Legal Disclosure:</b>	<i>Disclose in writing whether any applicant, guarantor, or any other person involved with the project is currently engaged in any civil or criminal proceeding or ever filed for bankruptcy. Also, disclose whether any individual involved with the project has ever been charged or convicted of any felony or currently is under indictment:</i>  No
<b>Board Relationship Disclosure:</b>	<i>Disclose in writing whether the applicant or any guarantor has any previous or ongoing relationship with any Board member or legal counsel of the Board.</i>  No
<b>Applicant's Certification:</b>	This application is made in order to induce the CCDC to grant financial incentives to the applicant. The applicant hereby represents that all statements contained herein are true and correct. All information materially significant to the CCDC in its consideration of the application is included. The applicant acknowledges that it has reviewed the descriptions of the CCDC financial program for which it is applying and agrees to comply with those policies. The applicant shall also be required to show best faith efforts with regard to the employment of minority and/or women contractors and subcontractors in the project development. The applicant specifically

	<p>agrees to pay all reasonable costs, fees and expenses incurred by the CCDC whether or not the incentive is granted or project completed.</p> <p><i>Kris Shepherd</i> 4-28-21</p> <p>Signature: _____ Date: _____</p>
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**Application Attachments**

In addition to this completed and signed application, include the following attachments when you submit your grant request:

○ **Required Drawings and Exhibits**

Work with CCDC staff to determine which of the following application materials are necessary for your specific project:

- Architectural drawings, including dimensions and materials listed
- Rendering or sketch of proposed improvements
- Current photo(s) of the subject property
- Color and material samples for paint, awning, signs, etc.
- Sign plans, including dimensions/measurements and materials listed
- Other information and drawings as deemed necessary by staff

○ **Estimated Costs & Bids**

- Complete Sources and Uses Statement (Attachment B)
- If requested by DMC staff, provide copies of vendor bids / estimates

○ **Project Timeline**

List estimated dates to begin and finish construction

○ **References**

List three credit references.



VICINITY MAP

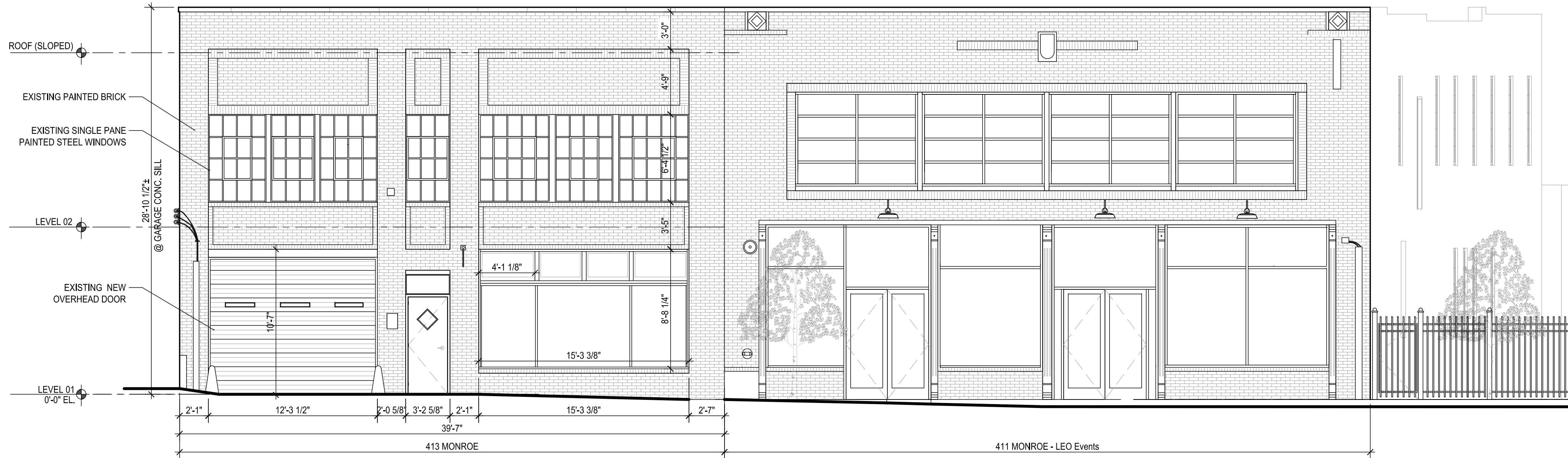


PROJECT DESCRIPTION

EXTERIOR RENOVATION OF EXISTING MASONRY & WOOD POST AND BEAM BUILDING. SCOPE OF EXTERIOR IMPROVEMENTS INCLUDE (1) STORE FRONT & WINDOW REPLACEMENT, (2) NEW ENTRY DOOR, (3) PAINTING THE FACADE & EAST SIDE OF THE BUILDING AND (4) MASONRY REPAIR

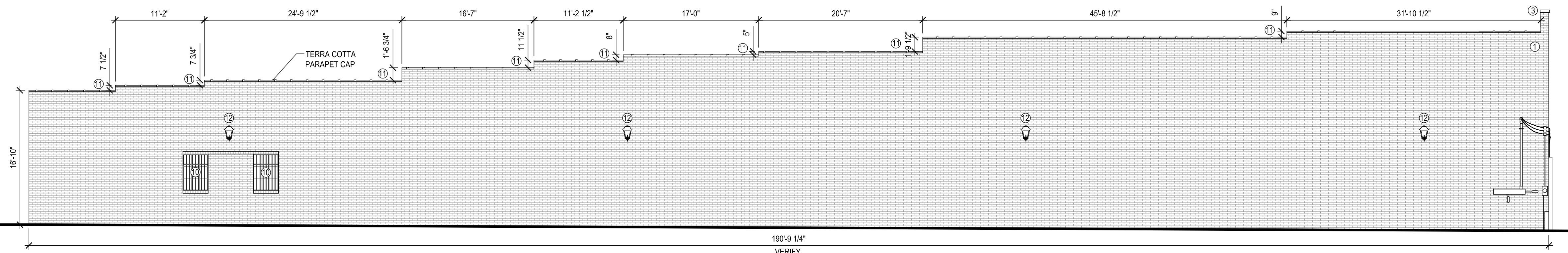
GENERAL NOTES

1. THESE DOCUMENTS INDICATE DESIGN INTENT, SPATIAL ARRANGEMENT AND SUGGESTED CONSTRUCTION. THE ARCHITECT IS AVAILABLE TO ANSWER ALL QUESTIONS CONCERNING THE DESIGN. CLARIFY REQUIREMENTS AND CONSIDER ALTERNATE CONSTRUCTION APPROACHES.
2. ALL MATERIAL, FINISH AND COLOR SELECTIONS SHALL BE APPROVED BY THE OWNER AND/OR ARCHITECT PRIOR TO INSTALLATION.
3. ALL WORK TO CONFORM TO CODES, ORDINANCES, AND REGULATIONS OF THE CITY, STATE AND OTHER AGENCIES OR AUTHORITIES HAVING JURISDICTION OVER THE PROJECT.
4. THE CONTRACTOR SHALL VERIFY THE SITE, LOCATION, OPENINGS AND CHARACTERISTICS OF ALL WORK AND EQUIPMENT TO BE FURNISHED BY THE OWNER OR OTHERS.
5. THE CONTRACTOR IS RESPONSIBLE FOR EXECUTING THE FULL SCOPE OF WORK INTENDED IN THE DRAWINGS OR DESCRIBED IN THE SPECIFICATIONS WHETHER OR NOT THE WORK IS EXPLICITLY STATED.
6. VERIFY ALL SITE CONDITIONS PRIOR TO BEGINNING CONSTRUCTION AND INFORM THE ARCHITECT IN WRITING OF ANY DISCREPANCIES REQUIRING CLARIFICATION.
7. ALL MATERIALS SHALL BE NEW AND SHALL BE INSTALLED IN STRICT CONFORMANCE WITH MANUFACTURER'S INSTRUCTIONS AND/OR RECOMMENDATIONS UNLESS INDICATED OTHERWISE IN THE DRAWINGS.
8. ALL EXTERIOR EXPOSED WORK SHALL BE INSTALLED IN A WEATHERTIGHT MANNER; CAULK AND PROVIDE WEATHER BARRIER MATERIALS AS REQUIRED FOR WEATHERTIGHT CONDITIONS. ALL OCCUPIED SPACES SHALL RECEIVE AN INSULATION BARRIER THAT IS CONTINUOUS AT WALL, CEILING AND FLOOR SURFACES EXPOSED TO NON-TEMPERED AREAS.
9. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS AND ANY ASSOCIATED FEES.
10. PRIOR TO BEGINNING THE WORK THE CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCY OR CONFLICT IN THE DRAWINGS.
11. THE CONTRACTOR SHALL ABIDE BY ALL A.D.A. REQUIREMENTS WHERE THEY APPLY.
12. **THIS PROJECT IS A DESIGN BUILD PROJECT FOR MECHANICAL, PLUMBING & ELECTRICAL.** THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY AND ALL DESIGN SERVICES RELATED TO THE MECHANICAL, ELECTRICAL AND PLUMBING DESIGN BUILD.
13. MEMPHIS LIGHT GAS AND WATER FEES, CHARGES & UTILITIES ARE BY OWNER.
14. DO NOT SCALE DRAWINGS.



1 Existing North Elevation

Scale: 3/16"=1'-0"



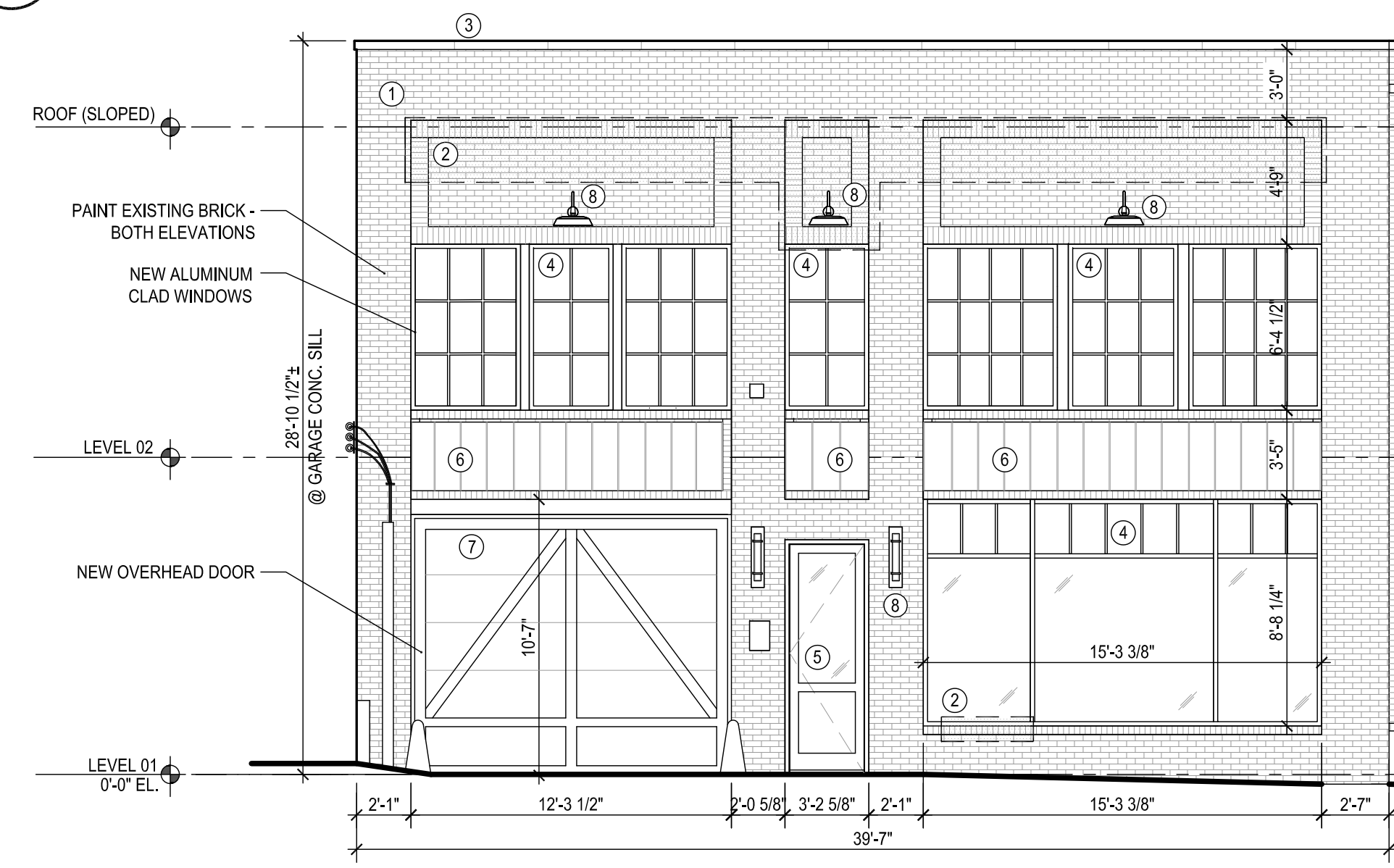
2 Existing East Elevation

Scale: 1/8"=1'-0"



3 Existing Building Context Images

NTS



4 Proposed North Elevation Renovation Scope of Work

Scale: 3/16"=1'-0"

EXTERIOR FACADE IMPROVEMENTS KEYNOTES:

1. CLEAN & REPAIR ALL EXTERIOR BRICK ON BOTH ELEVATIONS (PROVIDE BREAKDOWN OF EACH SIDE)
  2. REPAIR / REPLACE BRICK HATCHED AREAS INDICATED. FURTHER INVESTIGATION MAY EXPAND INITIAL DEFINED AREA.
  3. REMOVE STONE CAP TO RE-SEAL & WATERPROOF, RESEAL CAP.
  4. NEW METAL CLAN WINDOWS INSULATED WINDOWS (FIELD VERIFY EACH CUSTOM OPENING)
  5. NEW ENTRANCE DOOR (FIELD VERIFY OPENING)
  6. NEW METAL STANDING SEAM AWNINGS.
  7. NEW O.H. DOOR, REPLACE EXISTING WOOD JAMB, TRIM & FASCIA & PAINT .
  8. NEW GOOSE NECK EXTERIOR LIGHT FIXTURES & POWER ABOVE O.H. GARAGE DOOR, FRONT DOOR, STOREFRONT AND ACROSS THE TOP OF THE BUILDING.
  9. (2) NEW WALL SCONCE FIXTURES & POWER AT ENTRY, VERIFY HEIGHT.
- EAST ELEVATION
10. DEMO EXISTING (2) 36"x68" WOOD WINDOWS & SECURITY BARS, REPLACE W/ 9/16" LAMINATED GLASS & ALUMINUM STOREFRONT SYSTEM - BID ALTERNATE WIRE MESH SECURITY GLASS.
  11. WATERPROOF END CONDITIONS AT STAIR STEPPED PARAPET WALL AT TERRA COTTA CAP & BRICK
  12. INSTALL EXTERIOR 4 LANTERN STYLE LIGHT FIXTURES AND ELECTRICAL CONNECTION NEEDED, VERIFY HEIGHT.



LEFT UPPER WINDOWS



RIGHT UPPER WINDOWS



STOREFRONT BRICK SILL



CENTER WINDOW

5 Existing Context Images - Brick Repair Areas

NTS

# 413 Monroe

A exterior renovation improvements for:

Kris Shepard  
413 Monroe  
Memphis, TN 38103

PRICING DOCUMENT  
REVISED  
05.05.2021

cs studio  
art + architecture

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Revision	Date	No.
Elevation Revisions	2021.05.05	

Elevations, Images & Notes

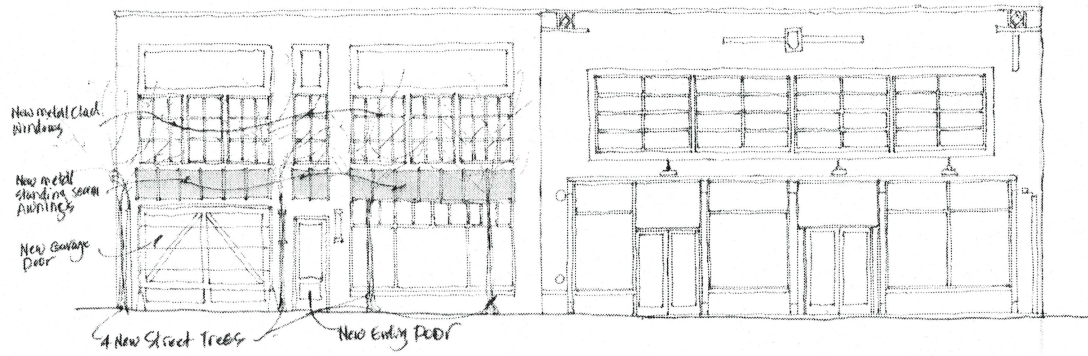
Scale: Varies

Date: 2021.05.05 Project No.: 2018-20

In Charge: CJS  
Drawn By: CJS

A101





REVISIONS	BY

DRAWN
CHECKED
DATE
SCALE
JOB NO.
SHEET
OF SHEETS

ATTACHMENT B

Sources:	Amount
CCDC Grant Funding Requested	\$80,000
Marching Funds provided by Memphis Makeovers Masters, LLC	\$87,900
Total Sources	\$167,900
Uses:	Cost
Façade Demo and dumpsters	\$ 12,500.00
Retail Door	\$ 3,500.00
Masonry and Tuck Point	\$ 20,500.00
Painting	\$ 18,000.00
Lighting and Electrical including relocating electrical in front of building	\$ 36,000.00
New Windows	\$ 31,900.00
Landscape, Sidewalk repair and irrigation	\$ 15,000.00
Garage Door	\$ 8,500.00
Awning	\$ 5,500.00
Remove Stone caps and reseal	\$ 4,500.00
Misc Repairs	\$ 12,000.00
Total	\$ 167,900.00

## TIMELINE

### Project Timeline

Anticipated Start Date	8/1/21
Completion	11/1/21

## REFERENCES

- A. Andrea Valenzuela  
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