

# **DOWNTOWN FAÇADE IMPROVEMENT GRANT**

## **Clayton Downtown Development Association Eligibility, Guidelines, and Criteria**

### **PURPOSE**

Recognizing the fact that the appearance of a downtown is largely determined by the condition of its buildings, which also forms the basis of the public's overall impression of downtown, the Clayton Downtown Development Association (DDA) has developed the Downtown Façade Improvement Grant. The objective of the Façade Improvement Grant (FIG) is to dramatically improve the facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings. Façade improvements are identified as those that are permanent and part of the building.

The purpose of the program is to provide an economic incentive to:

- 1) Promote storefront rehabilitation in Clayton's Downtown District;
- 2) Preserve the unique character of downtown's historic buildings;
- 3) Encourage aesthetic compatibility for improvements to facades of non-historic structures; and
- 4) Encourage the use of quality materials in the rehabilitation of downtown properties;

Funds will be made available periodically on a first-come-first-serve basis. Qualifying projects are eligible for a grant of up to \$5,000 per façade on a 50% (DDA) / 50% (Applicant) matching basis as funds are available. Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to DDA to claim reimbursement. DDA staff and SHPO (State Historic Preservation Office) staff (upon request) will inspect work completed and request checks to be issued for the amount of the grant provided the work is accomplished in accordance with the agreement.

### **ELIGIBILITY**

- 1) Owner or tenant of a building located within the Downtown Overlay District boundaries
- 2) Owners or tenants may request incentive grants; however, any tenant must have the owner's written permission attached to the application (Owner's Consent Form).
- 3) If a property owner owns more than one building or facade in downtown, he or she will be eligible for only one grant per year if funds are limited.
- 4) No more than one grant per location per year will be available.
- 5) The property shall be classified as commercial.

### **GUIDELINES**

- 1) The *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (attached) and the *2001 Downtown Improvement Project Architectural Guidelines* (available for reference in the DDA office) are guides for façade improvements.

- 2) Rehabilitation work must conform to the Town of Clayton's Building Codes; Unified Development Code; and General Design Guidelines.
- 3) Rehabilitation of structures in the Downtown Overlay District should respect the architectural integrity of the entire building front and retain those elements that enhance the building.
- 4) Façade grant applications may be made for structures within the Downtown Overlay District boundaries, with priority given to renovation projects that visibly improve downtown facades.
- 5) Improvements may include, but are not limited to:
  - Façade improvements
  - Brick or wall surface cleaning
  - Patching and painting of facade walls
  - Signage\* or lighting replacement/repair
  - Structure or frame that contain or hold a sign
  - Canopy, porch, awning installation/repair
  - Window and/or door replacement/repair
  - Mortar joint repair
  - Railings, ironwork repair or addition
  - Cornice repair and/or replacement
  - Design services (architect, etc.) for façade rehabilitation
  - Removal of inappropriate additions to buildings and non-compliant signs may qualify based on the effect removal will have on the appearance of the downtown district.

***\*Only established businesses (3+ years) are eligible for sign replacement***

- 6) Any improvements that have been made through the Façade Improvement Grant program and which become a part of the property may not be removed from the property unless they can be used (without significant alterations) on another property within the Downtown District (e.g., awnings).

#### **ADDITIONAL GRANTS (Previous grant holders only)**

The DDA Design Committee may judge a property eligible for an additional grant if:

- 1) At least three (3) years have lapsed since the last grant was awarded and the property is in need of further improvement (e.g., repaint, new awning); under extenuating circumstances an additional grant may be awarded prior to three years from the last grant, if deemed necessary by the DDA Design Committee, subject to the approval of the Downtown Development Association.
- 2) The existing business/property undergoes significant expansion which requires improvement to the property (e.g., window replacement on upper stories);

## **CRITERIA**

- 1) For the purposes of the FIG, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public.
- 2) Qualifying projects are eligible for a grant of up to \$5,000 per façade on a 50% (DDA) / 50% (Applicant) matching basis as funds are available.
- 3) Any work done before a grant application is approved is not eligible.
- 4) Work on the project must be completed within six (6) months after the date that the grant is awarded. The grant will be paid to the recipient after the work is completed and all bills relating to said work are paid, as per the agreement with DDA.
- 5) The property owner must agree to maintain the facade improvement as set forth in the application for a period of three (3) years or until the property is sold. *(Example: if an awning is installed as part of a project and then rips within a three-year period, it must be repaired or replaced.)*

## **APPLICATION PROCESS**

- 1) Applicant will complete the application and return it as described in the application.

***If appropriate, the applicant is encouraged to seek the services of the State Historic Preservation Office (SHPO) at (919)773-6547, including restoration consultants, before an application is completed and designs are formulated.***

- 2) Applications will be reviewed by the Town Building Inspector for building code compliance, Zoning Code Administrator, and DDA Design Committee.

***Building permits, Zoning Compliance Permits, and Sign Permits are still required, as applicable, prior to beginning work.***

- 3) A notification letter will be sent to applicants concerning the approval or denial of the application within 45 days of receipt of a completed application.
- 4) If approved, an agreement must be signed **BEFORE** any work begins. Parties to the agreement are the applicant(s), building owner(s) and DDA.



# TOWN OF CLAYTON

Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-5002  
Fax: 919-553-1720

## DOWNTOWN FAÇADE IMPROVEMENT GRANT

*The objective of the Downtown Facade Improvement Grant (FIG) is to improve the facades of downtown buildings to enhance the appearance of the buildings.*

*Façade improvements should be those that are permanent and part of the building. Funds will be made available periodically on a first-come-first-serve basis to projects that meet eligibility requirements.*

### PROJECT INFORMATION:

Name of Project: \_\_\_\_\_  
Building Address: \_\_\_\_\_ Parcel Tag #: \_\_\_\_\_  
Project Description (use additional sheets if needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_  
I am the:  Property Owner  Tenant  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Length of Time at Address: \_\_\_\_\_ Length of Time Remaining on Lease: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: (no fee required) \_\_\_\_\_ File Number: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## REQUIRED INFORMATION (to be submitted with the application)

*The following items and agreements must accompany this application.*

To be completed by the applicant:	Provided?	
	Yes	N/A
1. A pre-application conference was held with Town of Clayton staff. Date: _____		
2. I understand <b><i>before</i></b> any work is begun on the project that this application <b><i>must</i></b> be reviewed and <b><i>approved</i></b> . <b><i>Project may not receive funding if the work was done before the application was approved.</i></b>		
3. Project plans, specifications or other appropriate design information. A professional architectural plan is not required.		
4. I have read the attached information regarding purpose, eligibility, and process, and my project meets all criteria.		
5. Photograph(s) of existing conditions of the property		
6. Samples of paint and material colors to be used on façade improvements or signage		
7. Cost estimates for the project (minimum of two estimates are preferred)		
8. Owner's Consent Form ( <i>required if applicant is not the property owner</i> )		
9. A signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating I have read and understand the program's requirements and intend to follow the guidelines. ( <i>document attached</i> )		
10. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work.		
11. I understand the work must be completed within six (6) months of the date the grant is awarded and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities.		
12. I understand that I am responsible for the maintenance of the facade improvements described here for a period of three (3) years from the date of project completion or until such time as the building is sold.		
13. I understand the improvement grant must be used for the project described in this application and that DDA Design Committee must review the application and the Downtown Development Association must approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.		
14. I acknowledge that the Clayton Downtown Development Association is obligated only to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing out of, arising out of or otherwise related to the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the Clayton Downtown Development Association and the applicant and/or owner.		

**APPLICANT / PROPERTY OWNER SIGNATURES**

\_\_\_\_\_  
*Applicant's Name (Print Name)*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Property Owner's Name (Print)*

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

Please return completed application to the Clayton Downtown Development Association, PO Box 879, Clayton, NC 27528, or in person at the Planning Department office at 111 E. 2<sup>nd</sup> St, Clayton NC 27520.

**STAFF REVIEW (the applicant should leave this section blank)**

**This application has been reviewed by the following:**

**Town Building Inspector:**

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Comments/Conditions:

**Downtown Coordinator / Planning Staff:**

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Comments/Conditions:

**Downtown Development Association (DDA) Design Committee:**

Committee Review: \_\_\_\_\_  
*Date*

Approved

Denied

**DDA Design Committee Chair:**

\_\_\_\_\_  
*Name (print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Comments/Conditions:

## SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alterations 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 feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- 7) Chemical or physical treatments, 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) Significant archaeological resources affected by a project shall be protected and preserved. If such resources might be disturbed, mitigation measures shall be undertaken.
- 9) New additions, 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 the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**I have read and understand these guidelines.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**OWNER'S CONSENT FORM**

*Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.*

**Project Name:** \_\_\_\_\_ **Address or PIN #:** \_\_\_\_\_

**AGENT/APPLICANT INFORMATION:**

\_\_\_\_\_  
(Name - type, print clearly)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

\_\_\_\_\_  
\_\_\_\_\_

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**OWNER AUTHORIZATION:**

\_\_\_\_\_  
(Name - type, print clearly)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(City, State, Zip)

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Sworn and subscribed before me \_\_\_\_\_, a Notary Public for the above State and County, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary Public**

**My Commission Expires:** \_\_\_\_\_