



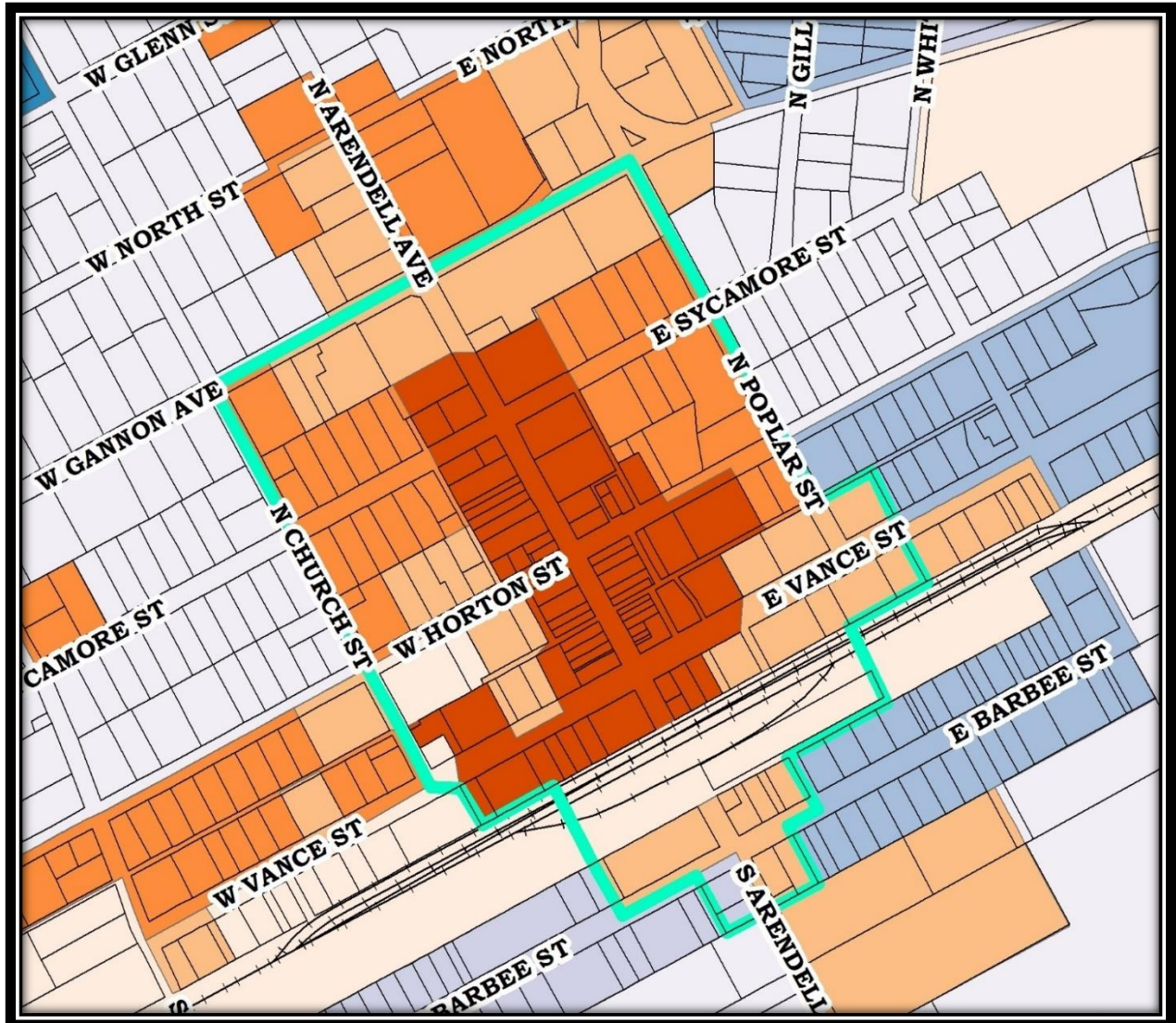
FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES

Program Purpose and Objectives

The Façade Improvement Grant Program is designed as a mechanism to stimulate and leverage private investment and as a way to enhance the appearance and condition of commercial structures in downtown Zebulon. Improving the appearance of building facades supports local businesses and can have a significant impact on the attractiveness and marketability of the surrounding area.

Program Target Area

The program eligible boundaries mirror the boundaries of the Town of Zebulon Downtown Overlay District.



Program Budget

The Façade Improvement Grant Program is funded on an annual basis through the Town of Zebulon and will vary based on the yearly budget. Façade grant applications are accepted on a rolling basis until annual funds are fully expended.

Program Funding

The Façade Improvement Grants are reimbursement grants, available for up to 50% of the total project cost, up to a maximum of \$2,500. Grant funds shall be disbursed to the grant recipient only upon the satisfactory completion of the project in accordance with a design for the project that has been approved by the Town.

Once grant funds expire for the fiscal year, applicants shall continue to be forwarded for consideration to the approval entity pending any additional funds allocated by the Board of Commissioners for the Façade Improvement Grant Program. Grant amounts will be based on allocated funds available in the budget.

SAMPLE GRANT FUNDING SCENARIO

Sign/Awning Replacement Grant

1. Total cost of new sign or awning: \$2,000
 - Grant – up to \$1,000
 - Private Match – minimum \$1,000
2. Total cost of new sign or awning: \$7,000
 - Grant – up to \$2,500
 - Private Match – minimum \$4,500

Program Eligibility

Any building owner or business proprietor/tenant with lease authority and authorization from the property owner can apply for funding. Eligible properties can be commercial, including non-profits, as long as they are located within the Downtown Overlay District.

A property may be judged to be eligible for a second façade improvement grant if at least five (5) years have elapsed since the first grant was awarded and the façade is in need of further improvement.

For the purposes of this program, the definition of façade is: An individual storefront or building side which faces a public right-of-way or is otherwise visible to the general public. A property owner of a single building with separate addresses may apply for a separate façade grant for each address.

Eligible Improvements:

- Doors (exterior) – repair and replacement of exit doors and hardware to provide public access.
- Walls (exterior) – repair and replacement of exterior wall surface coatings with appropriate materials.
- Painting (exterior) – painting of the exterior surface of buildings.
- Awnings – repair and replacement or addition of exterior awnings.
- Windows – repair and replacement of exterior windows.
- Lighting – repair and replacement of exterior mounted lights on a building that illuminates the façade or signage.

Ineligible Expenditures:

- New building construction
- Building permit fees, legal fees and related costs
- Extermination of insects, rodents, vermin and other pests
- Acquisition real or personal property, inventory or equipment
- Sweat equity
- Improvements made prior to grant approval
- Interior rehabilitation or repairs not integral to the building's exterior façade improvement
- General, routine, or deferred maintenance and cleaning

Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility with initial review and recommendation by the Review Committee and final approval or disapproval by the Planning Department.

Application Process and Requirements

Funding will be provided to those applicants whose projects most effectively meet the program criteria until such time as all grant funds are exhausted. Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed and the Town of Zebulon, or other licensing authority issues a certificate of occupancy or other form of government approval is granted, and the business has opened for operation. Work completed prior to the award letter will not be eligible for grant funding.

The grant application must include a recent price quote from either an architect, engineer or licensed contractor. This quote shall be utilized for the purpose of determining the amount of grant needed for the project and any costs incurred in obtaining the quote shall be the sole responsibility of the applicant, not the Town of Zebulon.

If a grant recipient becomes unable to fulfill the grant requirements or removes a project from consideration, the Town will reallocate those funds to an eligible, alternative project.

Project Selections

Applications will be evaluated by the Review Committee and approved by the Planning Department. Depending on the number of applications, the Planning Department may assign "waiting list" status to projects that qualify for selection, but are not selected during this current funding period. The grant is limited to one grant application per property per calendar year unless otherwise approved by the Planning Department. Applicant approval is at the sole discretion of the Planning Department.

The evaluation criteria are as follows:

- Overall impact of the project on the Downtown Overlay District
- Is the project feasible from a cost and schedule point of view
- Level of deterioration of building materials and finishes
- Improvement to the appearance of the site
- Contribution to historic rehabilitation or restoration

- Will serve as a catalyst for redevelopment
- Consistency with the context and character of the remainder of the block and/or surrounding properties
- Amount of additional contribution to the project by applicant



Award Notification

Upon approval of the award by the Planning Department staff will notify applicants of project funding approval or denial by letter mailed to the applicant at the address provided on the application. No grant funds will be paid in advance of work being performed.

Pre-Construction Meeting

A pre-construction meeting with the Town will be required prior to any work commencing on a project.

Notice to Proceed

After the Planning Department has approved all design elements and all required permits, the Town will issue a Notice to Proceed. No work funded by the grant shall proceed until on or after the date of the Notice to Proceed. No reimbursement from grant funds will be made for work carried out before the date of the Notice to Proceed.

Design Assistance Funding

The Planning Department may provide up to \$500 for professional architectural and design services. This must be from a professional firm not associated with the contractor performing the work. Like construction costs, these funds will be reimbursed once construction is completed, a final certificate of occupancy or other form of government approval is granted, and the business has opened for operation.

Design Guidelines

All projects must be approved in the applicable local, state, federal, and/or other licensing authority. It is the responsibility of the applicant to apply for, and pay for, these permits.

Invoice Review/Approval

Prior to payment of any invoice for completed work, the invoice must be provided to the appropriate town staff members for review and signed approval that work was completed

per the approved drawings and specifications. Without this prior approval, grant funds will not be made available for a project. The final invoice will be paid by check made out to the grant recipient after the Town has conducted a final inspection and signed off that all work has been satisfactorily completed. Each invoice must be from the grant recipient with all contractor, designer, or supplier invoices attached for the period of time covered by the invoices. The Town is under no obligation to advance funds in addition to those specified in the grant approval by Town.

Other Provisions

Eligible Contractors: The applicant shall award contracts for work to qualified contractors only.

Property Taxes, Special Assessments: No financial assistance will be provided from the Façade Grant Improvement Program if property taxes, fees, judgements, special assessments, or liens are outstanding or in default to the Town of Zebulon or Wake County and have no outstanding code violations. Improvements made pursuant to the grant shall be considered real estate fixtures.

Amendments

These program guidelines, terms and conditions may be amended from time to time by the Town for reasons of operational efficiency or unforeseen circumstances that may arise or conflict with applicable federal, state, or local regulations affecting the administration of the program.

Alterations

The property owner and tenant shall be responsible for maintaining the façade improvements without alteration for three (3) years unless approved by the Town. The Planning Department may approve such alterations, modifications, or removal of the improvements when it determines that the proposed work would not undermine the goals, objectives and policies of the grant program. If changes are made without seeking approval of the Planning Department, the Town may take legal action to recoup some of the grant dollars.

Contact Information

For more information about this program or to schedule a meeting with town staff to discuss your project, please contact the following Façade Grant Program representatives:

Teresa Piner
Main Street Director
919-823-1807
Tpiner@townofzebulon.org

Shannon Johnson
Economic Development
Specialist 919-823-1874
sjohnson@townofzebulon.org

FAÇADE GRANT APPLICATION

Town of Zebulon, North Carolina
Last updated August 2019



Application Received by: _____

Submittal Date _____ **FAÇADE GRANT APPLICATION:** Accepted on a rolling basis.

Hard Copy Submittal Requirements: (Submit to Planning Department)

- ☐ One (1) copy of Façade Grant Application ☐ Architectural Plans/Drawings and Colors
☐ Detailed Cost Estimate or Construction Bid

Applicant Information

Applicant: _____ Tax ID: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Owner Information

Owner: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Project Information

Address: _____
Property PIN: _____ Owner or Tenant Occupied? _____
Amount of Street Frontage: _____ # of Floors: _____
Current Building Use: _____
Proposed Building Use: _____
Major Repairs Needed? _____
Cost of Overall Project: _____ Façade Grant Funds Requested: _____

Renovation Information

1. Please provide as much detail as possible about the types and extent of renovation to be completed. Attach separate sheet if necessary. _____

2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation or landscaping. Once the work is completed, please provide the Planning Department with a copy of the receipt for all labor and supplies. Façade Grant funds will not be released without a receipt.

FAÇADE GRANT APPLICATION

3. Please describe how this renovation will significantly contribute to the historic character of the Central Business District. _____

Applicant Signature

I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the Town of Zebulon from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Applicant Signature

Date

Owner Signature

I have reviewed and approve all changes proposed to the property in this application and the accompanying submittal items.

Owner Signature

Date

Conditions of Approval:

Approved By

Date

Case Number: _____

FAÇADE GRANT PROGRAM INFORMATION

1. The Façade Grant Program is designed to provide incentive funds to tenants/property owners to increase rehabilitation activity in the Central Business District. The grant can provide 50% of the cost of the exterior rehabilitation up to a maximum of \$2,500.00 per façade.
2. Complete the attached application and provide any architectural drawings and/or a detailed description of renovation with price estimates.
3. Applications must be made and approved before work begins.
4. Renovations must be completed within twelve (12) months of application approval. A request for an extension of two (2) months may be approved with an explanation of the delay.
5. Grant is to be calculated and used for exterior facades only.
6. Grant amount shall be paid only when construction is completed, receipts are submitted to the Planning Department, and the tenant space is occupied.
7. Grants may be used for approved types of renovation only, i.e.
 - a. Removal of false fronts (such as aluminum panels)
 - b. Repair or replacement of windows, doors and cornices
 - c. Repair or replacement of façade materials
 - d. New signage
 - e. New awnings
 - f. Exterior lighting
 - g. Exterior painting
 - h. Design and construction costs
8. The following improvements are specifically listed as ineligible for grant funding:
 - a. New building construction
 - b. Building permit fees, legal fees, and related costs
 - c. Extermination of insects, rodents, vermin, and other pests
 - d. Acquisition of real or personal property, inventory, or equipment
 - e. Sweat equity
 - f. Improvements made prior to grant approval
 - g. Interior rehabilitation or repairs not integral to the building's exterior façade improvement
 - h. General, routine, or deferred maintenance and cleaning
9. If you have any questions about the Façade Grant Program or this application, contact one of the Town of Zebulon Planning Department representatives listed below:

Name	Title	Phone Number	Email
Teresa Piner	Main Street Director	919 823 1807	Tpiner@townofzebulon.org
Shannon Johnson	Econ. Devp. Specialist	919 823 1874	sjohnson@townofzebulon.org