



# **DOWNTOWN FAÇADE/SITE ELEMENT IMPROVEMENT GRANT**

## **Eligibility, Guidelines, and Criteria**

### **PURPOSE**

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

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

- 1) Promote storefront rehabilitation and site improvements;
- 2) Preserve the unique character of 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 \$2,500 per public facing façade (or public facing side of property) on a 50% (CDDA) / 50% (Applicant) matching basis as funds are available. Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to claim reimbursement. Economic Development staff and CDDA Board Members will inspect work completed. Upon satisfactory completion of the work and documentation of expenses, payment will be issued for the amount of the grant.

### **ELIGIBILITY**

- 1) The applicant must be the owner or tenant of a building/property located within the boundaries of the grant program, which are identified in Exhibit A.
- 2) If the applicant is a tenant, they must have the owner's written permission attached to the application.

- 3) Façade grants are made on a first come first served basis until funds are exhausted.
- 4) The property shall be classified as non-residential in Zoning and Use.

### **GUIDELINES**

- 1) Improvements must conform to the Town of Clayton's Building Codes; Unified Development Code; and other applicable plans and policies of the Town.
- 3) Rehabilitation of structures in the Downtown Core should respect the architectural integrity of the primary facades and retain elements that enhance the building.
- 4) Grant applications may be made for structures and site elements within the Downtown Core, with priority given to renovation projects that visibly improve the aesthetic appearance of building facades and/or site elements.
- 5) All properties classified as non-residential (zoning and use) within Clayton's Downtown Core may apply for grant funds.
- 6) 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
  - Site lighting
  - Landscaping, sidewalks and hardscaping
  - Parking improvements
  - Removal of inappropriate, dilapidated, or obtrusive additions
  - Removal of non-conforming features
- 7) Any improvements that have been made through this 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 Core (e.g., awnings).

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

- 1) Additional grants may be available for additional improvements on a first come, first served basis.

## CRITERIA

- 1) For the purposes of this Grant program, a façade is generally defined as the storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public. Site element improvements must also be visible or be able to be utilized by the general public.
- 2) Qualifying projects are eligible for a grant of up to \$2,500 per façade or site element improvement on a 50% (Grant) / 50% (Applicant) matching basis as funds are available.
- 3) Work which commences prior to the approval of the grant application is approved may not be eligible for reimbursement.
- 4) Work on the project must be completed within the fiscal year that it is approved (a fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup> each year). The grant will be paid to the recipient after the work is completed and all bills relating to said work are paid.
- 5) The property owner must agree to maintain the improvements 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, including design plans/sketches and owner's signature.
- 2) Two current, qualified and professional estimates of cost are to be included with the application.
- 3) Applications will be reviewed by the Economic Development Department and the CDDA.
- 4) 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.
- 5) A Letter of approval must be received **BEFORE** reimbursement occurs.
- 6) Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to Planning Department to claim reimbursement.
- 7) Economic Development Department staff and CDDA Board members will inspect completed work and reimbursement be issued for the amount of the grant provided the work is accomplished in accordance with the approval.



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 / SITE ELEMENT IMPROVEMENT GRANT

*The objective of the Downtown Façade/Site Element Improvement Grant is to aesthetically improve the facades of downtown buildings and/or enhance the appearance of downtown properties.*

*Improvement should be limited to those that are permanent and part of the building or property. Funds will be made available 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 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>Projects 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 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. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work.		
10. I understand the work must be completed within the required timeframes specified and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities.		
11. I understand that I am responsible for the maintenance of 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.		
12. I understand the improvement grant must be used for the project described in this application. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.		
13. I acknowledge that the Town and CDDA are obligated only to administer the grant procedures and are 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 Town, the CDDA, 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 Town of Clayton, Attn. Economic Development, PO Box 879, Clayton, NC 27528, or in person at the Economic Development 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:**

**Economic Development Staff:**

<i>Name (print)</i>	<i>Signature</i>	<i>Date</i>
Comments/Conditions:		

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

Committee Review: \_\_\_\_\_  Approved  Denied  
*Date*

**DDA Design Committee Chair:**

<i>Name (print)</i>	<i>Signature</i>	<i>Date</i>
Comments/Conditions:		



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