

Williamston Downtown, Inc.

Heritage & Future

FAÇADE GRANT PROGRAM – GENERAL GUIDELINES

✦ Purpose

The Façade Improvement Program is an incentive-based measure. It is intended to facilitate, encourage and provide an economic incentive for the:

- Renovation of building facades in the Williamston revitalization area;
- Implementation of appropriate design standards for the rehabilitation of historic buildings both within and in proximity to the National Register Commercial Historic District;
- Incorporation of compatible design standards in the renovation of non-historic buildings; and
- Preservation of the unique architectural and commercial character of Williamston.

✦ Grant Awards

1. Façade Improvement Grants will provide a 1:1 dollar match for approved façade grant projects up to a ceiling amount of \$2,000.00 for each project.
2. An exception to the ceiling amount may be granted for a three-story façade. In such cases a \$3,000.00 grant ceiling is allowed, but only if the project proposal includes façade renovation at the third story level.
3. Façade grants are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal. A preliminary dollar amount of the grant is determined at the time of application.
4. The final award amount is based on documentation of actual costs.
5. A project that alters submitted plans without prior approval will be disqualified for payment. Designs not completed as submitted will also be disqualified.

6. Applicant must begin work within 90 days of grant approval with completion of approved facade work within 6 months of application approval.

✦ Eligibility Requirements

1. Any property owner or business tenant in a commercial building in the project area is eligible to apply. Government and private dwellings are excluded from consideration.
2. **Applicant must be a member of Williamston Downtown, Inc. The applicant would attend the board meeting to explain their project.**

3. Either the property owner or the business tenant of a building may submit an application. Property owners and business tenants may also apply jointly. In any case, only one application may be submitted for each façade. (See façade definitions, below.)

4. A business tenant applicant must obtain the property owner's written consent for a façade renovation and submit it with the application. A property owner should attach any provisions for renovation undertaken while a property is occupied.

5. All façade design proposals must meet applicable zoning and code requirements of the Town of Williamston and comply with the Façade Improvement Program guidelines.

6. Improvements must be consistent with the historic district and in compliance with the National Historic Rehabilitation Guidelines.

7. Only exterior façade renovations are eligible for consideration under the Façade Improvement Program. The costs of limited interior alterations such as display window changes may be included only if they are a necessary part of the façade design.

8. Approved building materials include brick, stone, fiber cement siding and architectural concrete when used to match existing conditions/materials.

9. Projects utilizing imitation or synthetic materials such as vinyl or metal siding, imitation brick or stone, plastic, stucco, or exterior insulation finishing system (EIFS) will not be approved.

10. Projects utilizing metal, vinyl, fiberglass or plastic awnings will not be approved.

11. Projects which block up windows or install storm/vinyl windows or doors will not be approved.

12. Projects which intend to demolish historic features will not be approved.

13. Renovation proposals of limited scope and cost are eligible subject to meeting guideline requirements.

14. Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic and commercial character of Williamston.

15. A property does not have to be occupied at the time a façade grant application is submitted. However, a property must be fully certified for occupancy before Façade Grant funds are awarded.

16. If remedial work to the building (in areas other than those included in the façade proposal) is required for occupancy, a separate, detailed description of the work, including zoning approval, must be attached to the Façade Grant application.

17. Sign alterations by themselves are not eligible for a Façade Improvement Grant. Sign costs may be included in a proposal if the sign is an integral and permanent part of the façade design. Hanging, bracket mounted or otherwise semi-detached signs are not eligible.

✠ Definition Façade

1. A building façade is considered as the business storefront of a single structure or an individual storefront that is part of a larger building with two or more storefronts. **The Façade is further defined as the face or front of the building. Roof improvements to are not allowable cost except when covering public walks or public areas.** Each individual façade of a building can potentially qualify for a Façade Improvement Grant.
2. A property owner may submit an application for each eligible façade in a single building. Likewise a business tenant whose business occupies two or more adjacent storefronts with differing property owners may apply for a grant for each façade.
3. Applications for two or more adjacent facades to be renovated at the same time as a single project may be consolidated in a single application form.
4. If the number of eligible facades in a building is in question, reference to previous business occupancy, provision for utility services, presence of dividing walls or tax records may be used in determining the number.
5. Rear entrance façade projects are also eligible under the program, but **must be submitted as a separate application** and adhere to the following stipulations:
 - a. Renovation of a rear business entrance must clearly identify and provide ready public access to the business from an adjacent street or parking area.
 - b. Proposed designs must be of a significant nature and contribute to the building's appearance.
 - c. Designs must be compatible with the overall character of the building; however, they do not need to replicate the historic and architectural characteristics of the structure's front.
 - d. A business may qualify for the same number of rear entry Façade Grants as there are corresponding and eligible front facades for the business.

For more information and to obtain a Façade Grant Application, contact:

Williamston Downtown, Inc.
Brent Kanipe, Downtown Coordinator
P O Box 506
Williamston, NC 27892
Telephone: 792-5142 ❖ Fax: 792-2509
E-mail: rbkanipe@yahoo.com

FAÇADE GRANT PROJECT APPLICATION

The Williamston Downtown Inc. Board approves recommended applications once a month at its regular meetings on Second Tuesdays. Your application must be in the Williamston Downtown, Inc. Coordinator's office by the deadline below to be considered at a Board Meeting. Decisions by the Board are final.

Application and Review Schedule

- ✦ Applications must be received at least 15 days prior to the regular Williamston Downtown, Inc. Board meeting which is held on the second Tuesday of each month.
 - This is the latest monthly date-return earlier is possible.
 - The Williamston Downtown, Inc. Coordinator will review your project application package for completion.
 - Applications-including attachments- must be complete.
 - Applications received after the deadline will be processed the following month.

- ✦ The Williamston Downtown, Inc. Board approves applications recommended by its Review Committee only at Second Tuesday Board meetings.
 - The Review Committee meets in advance of Board meetings. The deadline is mandatory.

- ✦ The Review Committee recommends applications for approval, or:
 - Will notify you why it did not recommend your application and specify changes.
 - The Committee may also recommend approval with minor changes attached.
 - Substantial changes will need to be resubmitted by the next deadline.
 - You will be notified if your project requires review by the Williamston Zoning and Planning office or by the Williamston Planning Board.
 - Use or building permits that may apply must be taken out before any project is started.

- ✦ Façade Grant Completion Payments
 - The Williamston Downtown, Inc. Board awards façade grants only after an approved project is completed.
 - The amount of the façade grant is determined after documentation of your final costs.
 - When the project is finished you will need to contact the Williamston Downtown, Inc. Coordinator's office to verify completion as specified. You must provide cost documentation at this time.
 - The deadline for scheduling final site visits is also the First Monday of any month.
 - The Williamston Downtown, Inc. Board authorizes payment of grant awards only at its monthly meetings.

Return Completed Applications to:

Williamston Downtown, Inc. -102 East Main Street – Planning Department –
PO Box 506 – Williamston, NC 27892

- Latest date to submit an application for any month is 15 days prior to regular Board meeting.
- Only completed applications including attachments are accepted.
- Applications must use the form supplied and be signed (No final Fax or E-Mail documents).
- Return the Application Form on Page 2 together with attachments.

Williamston Downtown, Inc. is a NC Nonprofit 501c(3) Corporation

FAÇADE GRANT APPLICATION FORM

(Latest return date for any month is 15 days prior to the regular scheduled Board Meeting which is held on the 2nd Tuesday of each month)

Name _____

Address _____

Contact Numbers _____
(Include Fax and E-Mail if available)

Address of Project _____

Building owner and address _____
(Only if different from applicant)

1. Describe your project- (Attach printout or extra page. Compare to any other façade projects.)

2. When would you begin? _____ Expected Completion? _____

3. What is the estimated project cost? _____

4. ATTACHEMENTS –(Must be included with your complete application package.)

- **Sketch or drawing- Your own drawing is OK- professional work not required.**
- **Photo(s) of your project site (before and after) – Polaroid and digital photos are OK.**
- **Sample of finishes- Examples: paint chips, awning swatch, siding, trim, etc.**
- **Written cost estimates- If available- final cost documentation required on completion.**

Signature and date _____

Signature of building owners _____
(If applicant does not own building)

Contact the Williamston Downtown, Inc. office ahead of time about your project. A phone call may save you time and delay later on. There are no exceptions to the stated deadline.

The Williamston Downtown, Inc. Board of Directors approves all Façade Grants. Decisions are final.

Return this form- keep a copy- to:

Williamston Downtown, Inc. - PO Box 506- Williamston, NC 27892