

FAÇADE IMPROVEMENT GRANT APPLICATION

Revised **February 21, 2024**

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| Application # _____ | Date Received _____ |
| DRC Meeting Date _____ | Recommendation: <u>Approval or Denial</u> |
| HPC Meeting Date _____ | Recommendation <u>Approval or Denial</u> |
| City Manager's Decision <u>Approval or Denial</u> | Date: _____ |
| City Manager's Signature _____ | |

Building address: _____

Please complete the following information and attach pictures, design plans or sketches, two quotes on project cost, and receipt showing ad valorem tax status and return to City of Greenville, Planning and Development Services Department, P.O. Box 7207, Greenville, NC 27835.

Compliance. All rehabilitation design proposals must:

- a) Meet code requirements of the City of Greenville;
- b) Meet construction and material guidelines established by the *Greenville Historic District and Local Landmark Design Guidelines*; and
- c) Adhere to the *U.S. Secretary of the Interior's Standards for Rehabilitation*.

Technical advice is available from the State Historic Preservation Office, Eastern Office of the North Carolina Division of Archives and History located at 117 W. 5th St., Greenville, North Carolina. Please call (252) 830-6580 in advance for an appointment.

The purpose of the FIG Program is to provide an economic incentive to:

- a) Assist in the completion of substantial renovations to building façades within the core of the City's central business district;
- b) Encourage good design projects that capitalize on rehabilitation of the original fabric or design of existing properties; and
- c) Preserve the unique and historic character of the Eligibility Area.

The staff of the Planning and Development Services Department will review applications for the selection of grant recipients. If the application is approved, an agreement between the applicant and the City must be signed **BEFORE** any work begins.

Grant will be disbursed after completion of work, submittal of cost documentation and inspection of the facade.

General Information

1. Applicant's Name _____
Applicant's Mailing Address _____

2. Are you the property owner or tenant? _____ property owner _____ tenant

If applicant is a tenant, the property owner is required to sign the application and contract, if grant is awarded.

3. Property Owner Name _____
Property Owner Mailing Address _____
Property Owner Phone # _____
4. Business Owner Name _____
Business Owner Address _____
Business Owner Phone # _____
5. Business Name _____
Business Mailing Address _____
7. Length of time at this location _____
Length of lease term remaining (if applicable) _____

Vendor Information

1. Vendor Name _____
2. Vendor Number _____

Building Characteristics

8. Exterior wall construction:
____ Masonry ____ Frame ____ Other (if so, explain.) _____
9. Number of stories _____. What are the functions of the stories above street level?

10. Occupancy of street level floor: ____ Fully Occupied ____ Partially Occupied ____ Vacant
11. Present use of street level floor: ____ Retail Only ____ Storage Only ____ Mixed ____ Office
____ Other (if so, explain) _____

12. What type of exterior improvements are proposed? Please describe in detail. (Attach additional sheets or additional drawings if necessary).

Please make a check mark next to the proposed improvements and give us the estimated cost of each one. Attach copies of **two** professional cost estimates. List the lowest estimated cost for each category.

| | | | |
|----|-------------------------------------|-------|----------|
| 1. | Painting exterior | _____ | \$ _____ |
| 2. | Cleaning exterior | _____ | \$ _____ |
| 3. | Redesign or restructure of exterior | _____ | \$ _____ |
| 4. | Signage | _____ | \$ _____ |
| 5. | Window repair/replacement | _____ | \$ _____ |
| 6. | Remove and/or install awning | _____ | \$ _____ |
| 7. | Other (explain below) | _____ | \$ _____ |

13. Total estimated cost (based on the lowest estimates) of your improvements \$ _____.

14. Total value of improvements \$ _____.

15. Anticipated timeframe: Start date: _____; Completion date: _____

16. Did you or your authorized agent attend a Pre-Grant Workshop?

Yes No (Please circle one.)

If yes, please list the date of the workshop attended: _____

Also List the name of the authorized agent who attended if different from the applicant listed above: _____

Economic Viability.

Applicants shall provide financial information to show that the applicant has the necessary capital to complete the proposed work. If the proposed work will be financed, the applicant shall provide a bank statement, a proof of bank loan letter, and/or a proof of funds letter.

If the applicant is a business, the following information will required to be submitted with the application:

- Business tax returns from the last three (3) years;
- Profit & loss statements and balance sheets for last three (3) years;
- Most recent business bank account statement(s); and

- Copy of building lease, if not property owner.

If business tax returns and/or profit and loss statements for the last three (3) years are unavailable, personal tax returns from the last three (3) years is acceptable.

If the applicant is a private individual(s), the following information is required to be submitted with the application:

- Personal income tax returns from the last three (3) years.

Signatures

I acknowledge that the City of Greenville 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, or arising out of, the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the City of Greenville and the applicant and/or owner.

I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before any rights insure to the applicant/owner.

I have attached project plans and specifications or other appropriate design documentation.

I understand that the incentive grant must be used only for the project described in this application.

There are no current assessments and/or enforcements actions on this property.

Applicant

Date

Owner (if different from above)

Date

Application Checklist

1.6.3 Application—Required Submission Items:

- Completed FIG Program application packet.
- Two (2) professional estimates of proposed project costs.
- Photographs: A minimum of two (2) color photographs of the façade under consideration. At least one (1) photograph must show the entire façade. Photographs should show details of all proposed renovations and project work.
- Diagram(s) or rendering(s) of the proposed work.
- A detailed written description of the proposed work.
- Documentation showing current ad valorem tax status. For assistance, please contact Pitt County Tax Collector at 252-902-3425.
- City Vendor Number Request Form. For assistance, please contact the Purchasing Division at 252-329-4664.
- IRS W9.
- Completed COA or Minor Works COA (“MWCOA”) application, if necessary.
- A proposed timeline of project including anticipated start, project value and expected completion date.
- Certificate of Insurance, including general liability and property insurance.

Estimates must be itemized for each repair and on the service provider’s letterhead.