



CITY OF CREEDMOOR

FACADE IMPROVEMENT PROGRAM

GENERAL GUIDELINES

WHAT IS A FACADE?

A facade is defined as one vertical side of a building regardless of the number of stories. Each store front of a building can be considered an individual facade. The rear and/or side of a building may also be considered for a facade improvement grant, with priority given to the portion of the building visible from a public street.

PURPOSE OF FACADE IMPROVEMENT PROGRAM

The Facade Improvement Program is a City of Creedmoor sponsored program intended to encourage private investment by reimbursing a portion of costs incurred, improve the visual aesthetic and provide an economic incentive for the:

- ❑ Renovation, restoration, or reinvention of commercial building facades in the downtown area;
- ❑ Implementation of appropriate design standards for the rehabilitation of Main Street district buildings; and
- ❑ Preservation of the unique architectural and commercial character of Creedmoor.

EXAMPLES OF ELIGIBLE IMPROVEMENTS

- ❑ Removing of false fronts, aluminum panels, and metal siding or canopies.
- ❑ Paint removal or safe cleaning of brick and stone fronts.
- ❑ Repointing brick and mortar.
- ❑ Restoring glass storefronts.
- ❑ Relocation of electrical service boxes from front of the building.
- ❑ Exterior lighting fixtures (if part of building facade).
- ❑ Entryway improvements.
- ❑ Roof repair (if roof is part of building facade and visible from the street).
- ❑ Canvas awning installation (no advertising allowed on awnings).
- ❑ Structural facade repair.
- ❑ Whole facade painting.
- ❑ Demolition and labor (as part of a restoration project).
- ❑ Entrance door replacement (wood preferred).

WHO IS ELIGIBLE?

- ❑ Any property owner or tenant in a non-residential building in the designated project area is eligible to apply. Government facilities and private residential dwellings are excluded from consideration.
- ❑ Either the property owner or the tenant of a building may submit an application. In any case, only one grant may be awarded for each facade in a three-year period.

- ❑ A tenant applicant must obtain the property owner’s consent on the attached “Owner Consent Form” for a facade renovation and submit it with the application.
- ❑ The owners of any property for which an application is submitted must be up to date in their property tax payments on that property. There shall not be any outstanding code enforcement issues or zoning violations associated with the applicant business or property in question.

EXAMPLES OF INELIGIBLE EXPENSES

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| <ul style="list-style-type: none"> ❑ Routine Maintenance or repair on facade or roof. ❑ Architectural design or Engineering. ❑ Murals or other artwork. ❑ Street furniture (benches). ❑ Landscaping and planter installations (not intended to be permanent additions). ❑ Commercial signage of any type or style. ❑ Construction begun prior to the approval of facade improvement grant. | <ul style="list-style-type: none"> ❑ Any device, mechanism, or means specifically intended to grab attention or be noticed away from other facades. ❑ Interior improvements, window displays. ❑ Rental assistance. ❑ Fire sprinkler installation/upgrades. ❑ Tools used for project. ❑ “In-Kind” labor (work performed by owner/tenant). |
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CRITERIA

- ❑ All facade design proposals must meet applicable zoning requirements of the City of Creedmoor, meet applicable portions of the State Building Code, and comply with the Facade Improvement Program guidelines. All drawings/diagrams necessary for facade improvement grant approval must be included in the application package. Zoning compliance and/or building permit applications will follow, if necessary.
- ❑ Only exterior facade renovations are eligible for consideration under the Facade Improvement Program. The costs of limited interior alterations such as display window showcase changes may be included only if they are a necessary and integral part of the facade design.
- ❑ Phased renovation proposals of limited scope and costs spread over time are eligible subject to meeting guideline requirements and predetermined milestones.
- ❑ Priority consideration will be given to proposals that make visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of downtown Creedmoor.
- ❑ A property does not have to be occupied at the time a facade grant application is submitted.
- ❑ Colors, exterior finishes, and material choices all will impact the Planning Board’s decision-making process. Please include as many samples and support information as possible with your application.

COLOR PALETTE

When choosing an exterior paint scheme, please use one of the following palettes: Benjamin Moore's Historical Colors, Lowe's/National Trust for Historic Preservation colors or Sherwin Williams' Exterior Preservation palette.

FUNDING

- ❑ First come, first served basis.
- ❑ Once the annual allocation is exhausted, applicants must wait until the beginning of the next fiscal year to apply. Applicants not approved during one funding cycle are not automatically rolled over into the next cycle. Each fiscal year's allocation is distributed to awards granted for that fiscal year.
- ❑ Successful applicants must wait three years after initial grant award before reapplying (phased renovations will be considered on a case-by-case basis). There is a maximum cap of \$10,000 awarded to any single property address over a twenty-year period.
- ❑ Facade Improvement Grants will reimburse up to 50% of eligible expenses with a minimum of \$1,000 and maximum contribution from the City of \$7,500. For example, a \$4,000 facade improvement, if approved, would be eligible for a reimbursement of \$2,000 from the City's Facade Improvement Program.
- ❑ Facade grants are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal and all required documentation has been received. A preliminary dollar amount of the grant is determined at the time of application.
- ❑ The final award amount must be justified based on documentation of actual costs incurred.
- ❑ A project that alters approved plans without prior approval from the Planning Director will be disqualified for payment. Designs not completed as approved may be disqualified for payment.

APPLICATION PROCESS

- ❑ Applications are accepted year-round and are processed on a first-come first-served basis.
- ❑ Applications must be submitted to the Community Development Building at 211 North Main Street.
- ❑ IRS Form W-9 (Request for Taxpayer Identification Number and Certification) and the City's Vendor Application must be submitted at the same time as the Facade Improvement Program Application.
- ❑ If applicable, the "Owner Consent Form" must also be submitted at the same time as the Facade Improvement Program Application.
- ❑ Any required building or electrical permits must be approved prior to application approval. Only façade specific building and electrical permits are eligible for reimbursement. Permits that include work that is unrelated to the facade improvements will not be reimbursed.
- ❑ Following initial review by Planning Staff, the Planning Board will review applications.
- ❑ All applicants must provide itemized cost estimates of labor and materials with the application. Any application that includes estimates for labor must include a detailed

quote for the services to be completed. No reimbursements for “In-Kind” labor will be awarded.

- ❑ The grant agreement (contract) shall be signed by the applicant and submitted as part of the application package to be presented to the Planning Board for review and approval.

POST-APPROVAL

- ❑ Once the Planning Board approves the application and grant agreement, the signed final contract and a Purchase Order Request shall be submitted to the Finance Director for pre-audit and purchase order approval.
- ❑ The City Manager shall review and sign the grant agreement following pre-audit certification by the Finance Director.
- ❑ Once approved, the Finance Director will send the Planning Director a file copy of the executed contract and the approved purchase order. The City Clerk shall receive the original grant agreement and file accordingly.
- ❑ Applicants shall not begin work until notified by formal written notice from the Planning Director that the contract has been approved and executed, and that the purchase order has been issued.
- ❑ Applicants, after approval, have up to four months to complete their projects.
- ❑ If an applicant needs more time to start a project, he or she must provide a written statement with a reasonable justification for an extension.
- ❑ Once the applicant has completed the work associated with the grant agreement the applicant shall notify the Community Development Office in order to receive preliminary project approval from the Planning Director. A copy of the “final inspection report” from the Building Inspector should be forwarded to the Planning Director, if applicable, to confirm all construction completed meets applicable building codes.
- ❑ Once preliminary project completion has been approved the applicant shall submit receipts, including proof of payment as outlined in the grant agreement, directly to the Finance Director. Proof of payment will include, but is not limited to paid invoices or receipts and cancelled checks or digital check images. No receipts shall be dated prior to the date of formal notice of approval to begin work.
- ❑ Once all required financial documentation has been received the Finance Director will notify the Planning Director. The Planning Director will then schedule the applicant for an appearance before the Planning Board to establish completion of the project as approved.
- ❑ Following Planning Board approval of project completion, the Finance Director will issue reimbursement for all qualifying and documented expenses within 30 days.

Questions regarding the Facade Improvement Program can be directed to Community Development Director Michael S. Frangos at (919) 764-1016 or mfrangos@cityofcreedmoor.org .

Questions regarding the required financial documentation can be directed to Finance Director, Jamison Crampton at (919)764-1011 or financedirector@cityofcreedmoor.org.



CITY OF CREEDMOOR
FACADE IMPROVEMENT PROGRAM
GRANT APPLICATION

Applicant Name
Property Owner Name
Business Owner Name (if different)
Business Name
Phone #
Email
Street Address
Mailing Address

Use of Building

Current use of building:
Proposed use of building:

Description of Proposed Renovation (Attach drawing, sketch, or conceptual image of proposed renovations, specifically identifying changes and paint color for each detail of the building, along with a photo of the building as it currently exists.):

[Blank lines for description of proposed renovation]

Itemized Cost Breakdown of Facade Renovation:
(Please attach separate sheet)

Checklist for Complete Application

- 1) I have read the City of Creedmoor Facade Improvement Program Outline and fully understand the agreement.
2) The "Owner Consent Form" is attached, if applicable.
3) Drawings, sketches, and/or pictures, including color scheme and samples for project are attached.

I understand the City of Creedmoor Facade Improvement Program must be used in the manner described in this application, and the application must be reviewed and approved by the Planning Board prior to commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds. I understand that if I am approved for this grant, the city may be required to issue me an IRS Form 1099-G for any payments I receive, depending on the federal tax classification status I marked on IRS Form W-9 I submitted with my application. Funds will be released within 30 days after all work-related receipts have been received and the Planning Board reviews and gives final project approval.

Applicant Signature Date



**CITY OF CREEDMOOR
FACADE IMPROVEMENT PROGRAM
OWNER CONSENT FORM**

Applicant Name: _____

Property Address: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Telephone: _____

Statement of Consent

I, _____ (the "Owner"), am the record owner of real property located at _____ (the "Property"). I have executed a valid lease, or have otherwise consented to lease the Property to _____ (the "Tenant"). I hereby consent to the Tenant's facade improvements as part of the City of Creedmoor Facade Improvement Program or the Tenant is otherwise entitled to make the proposed improvements. I hereby hold the City of Creedmoor harmless for any action taken by the City based upon Tenant's representations pertaining to the Facade Improvement Program and for any harm that may result from such representations.

Property Owner Signature

Date

_____ County, North Carolina

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public Signature

(SEAL)

My commission expires _____