



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 IMPROVEMENT GRANT

The objective of the Facade Improvement Grant (FIG) Program is to improve the facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings.

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

- 1) promote storefront rehabilitation in Clayton’s Downtown District;*
- 2) preserve the unique character of downtown's historic buildings;*
- 3) encourage aesthetic compatibility for improvements to facades of non-historic structures;*
- 4) encourage the use of quality materials in the rehabilitation of downtown properties*

Façade improvements should be those that are permanent and part of the building. Funds will be made available periodically on a first-come-first-serve basis to projects that meet eligibility requirements.

ELIGIBILITY

Owner or tenant of a building located within the Downtown district boundaries (Robertson Street to US 70 – Front Street to Second Street)

- 1) Owners or tenants may request incentive grants; however, any tenant must have the owner's written permission attached to the application.*
- 2) If a property owner owns more than one building or facade in downtown, he or she will be eligible for only one grant per year if funds are limited.*
- 3) No more than one grant per location per year will be available.*
- 4) The property shall be classified as commercial.*

PROJECT INFORMATION:

Name of Project: _____

Building Address: _____

Project Description (use additional sheets if needed): _____

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Contact Person: _____

Email Address: _____

I am the: Property Owner Tenant

Length of Time at Address: _____

Length of Time Remaining on Lease: _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Fax: _____

Email Address: _____

REQUIRED INFORMATION (to be submitted with the application)

The following items and agreements must accompany the Downtown Façade Improvement Grant Application.

| To be completed by the applicant: | Provided? | |
|---|--------------------------|--------------------------|
| | Yes | N/A |
| 1. A pre-application conference was held with Town of Clayton staff. Date: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I understand before any work is begun on the project that this application must be reviewed and approved . Project may not receive funding if the work was done before the application was approved. | <input type="checkbox"/> | |
| 3. Project plans, specifications or other appropriate design information. A professional architectural plan is not required. | <input type="checkbox"/> | |
| 4. I have read the attached information regarding purpose, eligibility, and process. | <input type="checkbox"/> | |
| 5. Samples of paint and material colors to be used on façade improvements or signage | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Photograph(s) of existing conditions of the property | <input type="checkbox"/> | |
| 7. Cost estimates for the project (minimum of two estimates are preferred) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Owner's Consent Form (<i>document attached - required if applicant is not the property owner</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. A signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating I have read and understand the program's requirements and intend to follow the guidelines. (<i>document attached</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I understand that grant funds must be used only for the project described in this application. | <input type="checkbox"/> | |
| 11. I understand I must receive all applicable permits, such as Zoning Compliance Permit, Sign Permit, and Building Permit, prior to beginning work. | <input type="checkbox"/> | |

| | | |
|--|--------------------------|--|
| 12. I understand the work must be completed within six (6) months of the date the grant is awarded and that all work is completed according to state and local building codes and ordinances, and approved, when necessary, by the proper authorities. | <input type="checkbox"/> | |
| 13. I understand that I am responsible for the maintenance of the facade 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. | <input type="checkbox"/> | |
| 14. I understand the improvement grant must be used for the project described in this application and that DDA Design Committee must review the application and the Downtown Development Association must approve it prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds. | <input type="checkbox"/> | |
| 15. I acknowledge that the Clayton Downtown Development Association 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 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 Clayton Downtown Development Association and the applicant and/or owner. | <input type="checkbox"/> | |
| 16. I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before the application can be considered for acceptance. | <input type="checkbox"/> | |

APPLICANT / PROPERTY OWNER SIGNATURES

Applicant's Name (Print Name)

Signature of Applicant

Date

Property Owner's Name (Print)

Signature of Property Owner

Date

Return completed application to: **Clayton Downtown Development Association, PO Box 879, Clayton, NC 27528**
or in person at the Planning Department office, **111 E. Second Street, Clayton NC 27520, Room GS223**

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

- 1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alterations of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archaeological resources affected by a project shall be protected and preserved. If such resources might be disturbed, mitigation measures shall be undertaken.
- 9) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

I have read and understand these guidelines.

Signature of Applicant

Date



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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: _____

**Clayton Downtown Development Association
Façade Improvement Grant Program**

READ THIS BEFORE APPLYING

PURPOSE

Recognizing the fact that the appearance of a downtown is largely determined by the condition of its buildings, which also forms the basis of the public's overall impression of downtown, the Clayton Downtown Development Association (DDA) has developed the Downtown Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings. The purpose of the program is to provide an economic incentive to:

- 1) Promote storefront rehabilitation in Clayton's Downtown District;
- 2) Preserve the unique character of downtown's 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;

Façade improvements shall be those that are permanent and part of the building.

Funds will be made available periodically on a first-come-first-serve basis. Qualifying projects are eligible for a grant of up to \$5,000 per façade on a 50% (DDA) / 50% (Applicant) matching basis as funds are available.

ELIGIBILITY

- 1) Owner or tenant of a building located within the Downtown Overlay District boundaries
- 2) Owners or tenants may request incentive grants; however, any tenant must have the owner's written permission attached to the application (Owner's Consent Form).
- 3) If a property owner owns more than one building or facade in downtown, he or she will be eligible for only one grant per year if funds are limited.
- 4) No more than one grant per location per year will be available.
- 5) The property shall be classified as commercial.

GUIDELINES

- 1) The *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (attached) and the *2001 Downtown Improvement Project Architectural Guidelines* (available for reference in the DDA office) are guides for façade improvements.

- 2) Rehabilitation work must conform to the Town of Clayton's Building Codes; Unified Development Code; and General Design Guidelines.
- 3) Rehabilitation of structures in the downtown district should respect the architectural integrity of the entire building front and retain those elements that enhance the building.
- 4) Façade grant applications may be made for structures within the downtown business district boundaries, with priority given to renovation projects that visibly improve downtown facades, including buildings with inappropriately applied facades that cover windows, or that are unsightly, out-of-scale, or in need of general repair work.
- 5) All properties classified as commercial within Clayton's Downtown District 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

*Only established businesses (3+ years) are eligible for sign replacement

Removal of inappropriate additions to buildings and non-compliant signs may qualify based on the effect removal will have on the appearance of the downtown district.

- 7) Any improvements that have been made through the Façade Improvement 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 District (e.g., awnings).

ADDITIONAL GRANTS (Previous grant holders only)

The DDA Design Committee may judge a property eligible for an additional grant if:

- 1) At least three (3) years have lapsed since the last grant was awarded and the property is in need of further improvement (e.g., repaint, new awning); under extenuating circumstances an additional grant may be awarded prior to three years from the last grant, if deemed necessary by the DDA Design Committee, subject to the approval of the Downtown Development Association.

- 2) The existing business/property undergoes significant expansion which requires improvement to the property (e.g., window replacement on upper stories);

CRITERIA

- 1) For the purposes of the FIG program, a façade is defined as an individual storefront or side of a building that faces a public street or alleyway or which is otherwise visible to the general public.
- 2) Qualifying projects are eligible for a grant of up to \$5,000 per façade on a 50% (DDA) / 50% (Applicant) matching basis as funds are available.
- 3) Any work done before a grant application is approved is not eligible.
- 4) Work on the project must be completed within six (6) months after the date that the grant is awarded. The grant will be paid to the recipient after the work is completed and all bills relating to said work are paid, as per the agreement with DDA.
- 5) The property owner must agree to maintain the facade improvement 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.)*
- 6) The DDA Design Committee is a standing committee of the Downtown Development Association.

APPLICATION PROCESS

- 1) Applicant will complete application, which must include design plans/sketches and owner's signature (consent of mortgage or lien holder may be required), and return it to the Façade Grant Coordinator.

If appropriate, the applicant is encouraged to seek the services of the State Historic Preservation Office (SHPO), including restoration consultants, before an application is completed and designs are formulated. Visits can be arranged by calling (919) 733-6547.

- 2) Two qualified and professional estimates of cost are to be included with the application.
- 3) Applications will be reviewed and signed by the Town Building Inspector for building code compliance. (Building permits are still required, as applicable, prior to beginning work).
- 4) Applications will be reviewed and signed by the Zoning Code Administrator. (Permits such as Zoning Compliance Permits or Sign Permits are still required).
- 5) DDA Design Committee will review the completed application. Recommendations will then be made to the full DDA, which makes the final decision.
- 6) 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.

- 7) An agreement must be signed **BEFORE** any work begins. Parties to the agreement will be the applicant(s), building owner(s) and DDA.
- 8) Applicant must apply for and receive all applicable permits and approvals, including a Zoning Compliance Permit to ensure work complies with code requirements, Sign Permit, and Building Permits.
- 9) Upon project completion, copies of paid statements and cancelled checks, etc. must be submitted to DDA to claim reimbursement.
- 10) DDA staff and SHPO (State Historic Preservation Office) staff (upon request) will inspect work completed and request checks to be issued for the amount of the grant provided the work is accomplished in accordance with the agreement.