

ROXBORO Uptown Development Corporation

Facade Incentive Grant Application

105 N. Main St.
Roxboro, NC 27573
336-599-0918

Business Name: _____

Property Address: _____

Applicant Name: _____

Owner: _____ Phone: _____

Tenant: _____ Phone: _____

Scope of Work/Complete Description of Project including Design Plans or Sketches (Attach additional sheets if necessary):

Total Estimated Cost: _____

(Please attach written estimates. An approved grant amount will be based upon these estimates. Any adjustments to the original grant amount must be based on actual cost and approved by the Design Committee through the use of an adjustment addendum.)

I agree to the terms of the Façade Incentive Grant Program Guidelines and Application and understand the Incentive Grant must be used for the project described in this application and the project must be completed within four months after notification of grant approval unless otherwise specified by the committee.

I agree this application must be reviewed and accepted by the RUDC Design Committee, City of Roxboro Zoning Administrator, and Person County Building Inspector **prior to work beginning. No projects will be funded if work was begun prior to approval of application.**

I agree to furnish all necessary documentation to verify expenditures for project.

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of County Building Inspector: _____ Date: _____

Signature of City Zoning Administrator: _____ Date: _____

Approved by:

Signature of RUDC Director: _____ Date: _____

Signature of RUDC Design Committee Chairperson: _____ Date: _____

RUDC and Applicant Checklist

Items to be completed by Applicant:

- _____ Complete Application
- _____ Design Plans or Sketches
- _____ Scope of Work
- _____ Itemized Cost Estimate
- _____ Evaluation of Project by RUDC Director and Design Committee
- _____ County Building Inspector Review
- _____ City Zoning Administrator Review
- _____ Copies of Receipts from vendors, builders, etc. and copies of canceled checks to RUDC Design Committee
- _____ Copy of Zoning Permit to RUDC Design Committee
- _____ Copy of Building Permit to RUDC Design Committee after grant approval, if necessary

Items to be completed by RUDC Design Committee:

- _____ Committee Review
- _____ Letter of Acceptance/Provisions/Denial
- _____ Amount Approved
- _____ Disbursement of Grant Funds

Roxboro Uptown Development Corporation

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PURPOSE:

To provide an economic incentive to:

1. Promote renovation and restoration of commercial buildings in Uptown Roxboro.
2. Encourage quality renovation/restoration projects using sensitive design standards to capitalize on the rehabilitation of existing properties.
3. Preserve unique historic character of Uptown Roxboro.
4. Provide guidance and incentive for tasteful sign renovation and replacement.

ELIGIBILITY:

1. Any owner or tenant of a commercial building located within the Central Business District as outlined by the RUDC.
2. Owners or tenants may request incentive grants, however any tenant must have the owners written consent on the application.
3. The RUDC's Design Committee may judge a property eligible for an additional façade grant incentive grant if:
 - a. at least five years have elapsed since the last grant was awarded and the façade is in need of further improvement (i.e. repaint, new awning); under extenuating circumstances as additional façade incentive grant may be awarded prior to five years from the last grant, if deemed necessary by the Design Committee;
 - b. The existing business undergoes significant expansion which requires improvement to the façade (i.e. window replacement on upper stories);
 - c. A new business moves in and requires changes in the building's façade (i.e. new sign, new awning).

GUIDELINES:

1. The Secretary of the Interior's Standards for rehabilitation will be used as guidelines in making improvements to the façade of the structure.
2. The Main Street Guidelines for signs issued by the National Trust for Historic Preservation will be used for sign design and placement.
3. Rehabilitation of structures and signs should be considered a contemporary solution which respects the architectural integrity of the entire building front, retaining those elements that enhance the building.
4. All rehabilitation design proposals will meet with the code requirements of the City of Roxboro.
5. Grants may only be used for approved types of renovations.

Examples include:

- a. removing of false fronts
- b. cleaning of brick/stone fronts (chemical stripping, water wash, scraping)
- c. re-painting
- d. repair/replacement of existing windows and doors
- e. installation of canvas awnings
- f. re-pointing of bricks
- g. structural repair
- h. installation of appropriate signs
- i. historic reconstruction and/or replacement of original architectural details.

Examples of **non-funded** projects, either in whole or part, include:

- a. construction of false fronts
 - b. blocking up of windows
 - c. sandblasting of exterior brick
 - d. demolition of historic features
 - e. construction of mansard roof
 - f. interior improvements
 - g. painting of inappropriate surfaces
 - h. roof repair
 - i. storm windows and doors
6. Any approved exterior renovation proposal is eligible for funding on a first come/first served basis until façade grant funds are depleted.
 7. Renovations must be completed within 4 months of application approval (extensions **must be** approved).

Criteria

Any property owner or business owner may apply for the following incentive grants:

1. Qualifying projects are eligible for:
 - a. grant funds on a 50/50 matching basis with a maximum of \$2,000.00 per façade;
 - b. maximum of \$4,000.00 per year for any structure having more than one façade (for these purposes, a façade is defined as an individual storefront or side of a building which faces a public street or alleyway or which is otherwise visible to the general public).

Source of Funds

Fund availability will be determined in the annual budget of the Roxboro Uptown Development Corporation.

Process for Receiving Grant

1. The applicant must confer with the Executive Director of the Roxboro Uptown Development Corporation who will provide the application and agreement forms if the project is within the program guidelines.
2. The owner/tenant must complete the application (including design plans or sketches and a descriptive scope of work) and return it to the Executive Director.
3. The application is reviewed by the RUDC Design Committee and the City of Roxboro Building Inspector. Within 30 days after submission of the application, a notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected.
4. If the application is approved, an agreement must be signed prior to work commencing. Parties in the agreement will be the applicant and the Roxboro Uptown Development Corporation.
5. If the application is not approved, the owner/applicant may modify the application and resubmit it or appeal the denial to the RUDC Design Committee.
6. Upon completion of the project, copies of paid invoices and cancelled checks must be submitted to the RUDC Design Committee to verify the cost of the project. (The invoices should show the cost of the approved project only).
7. The Executive Director inspects the work and reports the completion of the project to the RUDC Design Committee and Board of Directors. If the work has been completed per guidelines, the RUDC will approve the issuance of a check for the grant.