



Downtown Boone
DEVELOPMENT ASSOCIATION

Downtown Boone Facade
Improvement Grant
Program & Application

Downtown Boone Development Association Façade Improvement Grant Program

Purpose

The Downtown Boone Development Association (DBDA) acknowledges that the appearance of a downtown is largely decided by the condition of its buildings, which also contributes to the public's general impression and opinion of a downtown. Therefore, recognizing the importance of downtown Boone's appearance, the DBDA developed the Downtown Boone Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve the building façades in the downtown Boone Municipal Service District (MSD) in order to achieve a noticeable improvement in the overall appearance of downtown Boone.

The purpose of the FIG program is to provide economic incentives to achieve the following:

1. Promote storefront rehabilitation in the downtown area;
2. Preserve the unique character of downtown structures;
3. Encourage aesthetic compatibility for the improvement of non – historic structures;
4. Encourage the use of quality materials in the rehabilitation, restoration, and preservation of downtown properties; and
5. Enhance the visual experience of visiting downtown Boone.

Eligibility

1. Every applicant must be the owner or lessee of a building located within the boundaries of the downtown Boone MSD. For a property to participate, all owners or their agents must either be the applicant(s) or sign a disclosure form to be included with the FIG application.
2. In the case of a property owner(s) who owns a majority interest in more than one building in downtown Boone, only one of his or her properties will be eligible for a grant each year.
3. Façade grants may only be awarded to commercial properties, which include retail spaces, offices open to the public, and other types of businesses open to the public. Multi-family residential properties are not eligible, unless they are part of a mixed use development with commercial uses on the ground floor/street level.
4. Properties that received a façade grant within the past two years are not eligible for the program. For example, if a property received a grant in 2015 then the property would not be eligible for another façade grant until 2017.

Guidelines

1. Applicants must adhere to the *U.S. Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Building* (please see attached form).
2. All projects must obtain required permits and be in compliance with the Town of Boone's UDO.

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Please visit <http://www.townofboone.net/departments/Development/udo/index.php> or call 828.268.6960 for more information.

3. Rehabilitation of structures in downtown Boone must respect the architectural integrity of the entire building front and retain those elements that enhance the building.
4. Priority will be given to projects that visibly improve downtown façades of buildings with inappropriately applied façades that cover windows, architectural features, such as cornices, or façades that are unsightly, out-of-scale, or out of character with the traditional appearance of downtown Boone. Examples of such inappropriate or unsightly facades or façade elements include non-historic wooden awnings, roof shingles, broken windows, and chipping paint.
5. Other improvements may include, but are not limited to:
 - Masonry repair, mortar joint repair, general brick repair
 - Brick or wall surface cleaning
 - Patching and re-painting of façade walls
 - Repair/replacement of windows and/or doors
 - Removal of siding and exterior false façade and metal, wood, or deteriorating canopies
 - Repair, reconstruction, and/or replacement of original architectural details
 - Structural and cornice repair
 - Ironwork repair and addition
 - Murals
 - Installations/replacement/repair of exterior lighting and appropriate signage including structures or frames that contain or hold a sign

Additional Criteria

1. For 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 and affects the overall appearance of downtown Boone.
2. Priority will be given to applicants that obtain free design assistance from the North Carolina Main St. program. Contact the Downtown Coordinator for the Town of Boone to learn more about this program.
3. Qualifying projects may be awarded no more than 50% of the cost of the project with a maximum award of up to \$5000.00
4. Work done before a grant application is approved is not eligible for funding.

Application Process

1. Applicants should include all information and descriptions of materials sufficient to determine if the proposed scope of work fits with the criteria and purpose of the FIG program. Examples of appropriate materials, such as photos or paint samples may be provided, or a detailed explanation of the proposed scope of work may be submitted.

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2. Applicants are encouraged but not required to submit two professional cost estimates of the proposed scope of work along with the FIG application.
3. If applicable, a signed disclosure form from the property owner(s) or its authorized representative must be submitted if the applicant is not the owner.
4. Applicant must read and sign the attached copy of the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.
5. The FIG grant award process is based on a first come, first serve basis, and applications will be reviewed and decided upon in the order they are received. Applicants will receive a notification approving or denying their grant request within 60 days upon receipt to the downtown coordinator.
6. If the FIG application is approved, the design committee will decide on a monetary award amount to be voted on by the DBDA Board of Directors. If a FIG application is denied, the applicant is encouraged to work with the design committee and the downtown coordinator to enhance and modify the proposed scope of work and resubmit their application.
7. If during the façade renovation, the materials or designs are altered in order to suit unforeseen circumstances the business or property owner must supply the design committee with an updated scope of work.
8. Once the project is complete, the applicant must submit receipts, invoices, or relevant documentation for the project's expenses sufficient to justify the grant award.
9. The design committee will review the completed work in order to confirm the work is consistent with the approved application, and if so, the downtown coordinator will submit documentation to the Town of Boone's Finance department to deliver payment to the award recipient. If the completed work is not consistent with the approved concept, the design committee will revise the original monetary award amount to reflect the percentage of work completed that is consistent with the approved scope of work submitted with the FIG application. The design committee may also instruct the downtown coordinator to facilitate with the business or property owner a revised scope of work consistent with the original designs in order to complete the façade in manner that was approved.
10. The FIG program is a competitive grant program. Not all applicants who apply will be granted funding. The DBDA board reserves the right to refuse any and all applications. There are no appeals on final award decisions. An applicant denied a grant may resubmit an application the following year for the same project.
11. There is a limited amount of funding available for each grant cycle. No more than a matching award of up to \$5000.00 will be given to any grant award recipient during one fiscal year grant cycle.

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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 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 measure 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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Parcel Pin ID # for proposed improvement _____

Building Address _____

Applicant Information

Applicant's Name _____

Best contact phone # _____ Email _____

Mailing Address _____

City _____ State _____ Zip code _____

Business Name _____

Business Address _____

Business phone # _____ Email _____

Length of time at this location _____

Length of time remaining on lease (if applicable) _____

Date of next lease renewal (if applicable) _____

Owner(s) Information (if different from applicant)

Name(s) _____

Best contact # _____ Email _____

Mailing Address _____

City: _____ State: _____ Zip code: _____

Description of Project (attach additional documents and pages if needed)

Total Estimated Cost of Improvement(s) \$ _____

Signature of Applicant _____

Date _____

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Owner/Agent Disclosure Form

I, _____ (*property owner*) hereby grant _____
(*business owner*) permission to apply for the Façade Improvement Grant (FIG). I understand that if
_____ (*business owner*) should be awarded monies through the FIG program
that the building that I, _____ (*property owner*), own will undergo a façade
renovation as outlined in the attached FIG application, which I have reviewed and approve.

_____ (*property owner initials*) I acknowledge that the DBDA is not liable to the applicant, owner, or
any third party for any obligation or claims of any nature growing out of, arising from, or otherwise
related to the project or application undertaken by the applicant and/or owner including liens of any
kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees,
agents, and volunteers for any such claims.

Business Owner: _____

Best contact phone #: _____

Signature: _____ Date: _____

Property Owner: _____

Best contact phone #: _____

Signature: _____ Date: _____

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Owners/Agent Disclosure Form

We, _____ (*property owners*) hereby grant _____ (*business owner*) permission to apply for the Façade Improvement Grant (FIG). We understand that if _____ (*business owner*) should be awarded monies through the FIG program that the building we, _____ (*property owners*), own will undergo a façade renovation as outlined in the attached FIG application, which we have reviewed and approve.

_____ (*property owner initials*) I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Business Owner: _____

Best contact #: _____

Signature: _____ Date: _____

Property Owners: _____

If applicable, Member Manger of LLC: _____

If applicable, President of the Corporation: _____

Best contact # for above person: _____

Signature(s): _____

_____ Date: _____

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Please Check:

- I have attached project plans and design information.
- I have attached sample paint colors or other materials (if applicable).
- I have attached photograph(s) of the existing condition of the area on the property where the proposed work is to be completed.
- I have attached copies of cost estimates for the project.
- I have attached the signed Owner Disclosure form.
- I have attached a signed copy of the Secretary of the Interior's Standards for Rehabilitation indicating that I have read and understand the program's requirements and intend to follow the guidelines.
- I understand that work completed prior to the processing and subsequent approval of this application will not be considered eligible for funding.
- I acknowledge that the DBDA is not liable to the applicant, owner, or any third party for any obligation or claims of any nature growing out of, arising from, or otherwise related to the project or application undertaken by the applicant and/or owner including liens of any kind. I hereby waive and hold harmless the DBDA, the Town of Boone, their officials, employees, agents, and volunteers for any such claims.

Signature of Applicant _____

Date _____