



CITY OF ELIZABETHTON

Planning and Economic Development Services

Façade Rehabilitation Grant Program

Application Packet

Program Overview

The primary objective of the Elizabethton Façade Rehabilitation Grant Program is to provide incentives to improve the façades of buildings within the Main Street District of downtown Elizabethton. This program will encourage the improvement of downtown buildings, the improvement of commercial sales and, as a result, local sales tax collection in downtown, the enhancement of the marketability of downtown buildings, and the attraction of new businesses and shoppers to the downtown area.

Eligible Properties

Conforming service, retail or mixed-use properties with an active ground floor area¹ that is accessible to the street and is located within the Main Street District are eligible for the Façade Rehabilitation Grant Program. The boundary for the district is illustrated as Exhibit A on a following page. Non-conforming structures and buildings with non-conforming uses are not eligible for the grant program.

Timeline

Applications will be available on Monday, August 7th, 2023, and will be accepted for review until the close of business on Thursday, September 21st, 2023. Completed grant applications will be considered and awarded by no later than Friday, October 13th, 2023. Incomplete applications will not be reviewed and may be returned to the applicant for completion and resubmission. Partial funding may be awarded due to funding limitations; thus, applicants should prioritize when selecting improvement projects. A second round of grants may be announced if additional funding is available. However, it is important to note that only one application will be accepted per building each year. **All proposed work must be able to be completed no later than Saturday, June 1, 2024. Only apply for a grant if you are committed to completing the project by June 1, 2024 and using all of the matching grant requested on the application.**

Program Eligibility

In order to be eligible for a façade grant, applicants must receive a Certificate of Appropriateness from the Elizabethton Historic Zoning Commission (if located in the Historic Zoning District) **or** receive preapproval from the Elizabethton Planning & Development Department staff. In addition to design criteria, Department staff will determine if the use of the building conforms to the use requirements for the zoning district in which the property is located. Please contact Logan Engle, Director of Planning & Economic Development, at 423.542.1503 or lengle@cityofelizabethton.org to confirm eligibility.

¹ Active ground floor area (for the purposes of this policy) shall be defined as the ground floor of a building that encourages interactions with sidewalk users on a pedestrian level through the use of large façade windows with displays or workers available for public viewing, sidewalk merchandise or cafe areas, or having the main public entrance on the street and unlocked to the public during open hours. Example businesses include retail, entertainment, personal or business services (excluding offices).

The level of funding for each grant will be based upon the availability of funds and the scoring of each project. Eligible properties will be considered for reimbursement at 50% of the costs of renovations associated with eligible façade improvements. Grant funds may also be used toward the expenses of architectural or engineering design work needed for the appropriate rehabilitation of the facade at 50%.

Reimbursement will be capped at \$4,000 per application for eligible façade improvements to single- faced buildings. Reimbursement for design expenses will be capped at \$500. Grant award and reimbursement will be based on the lowest of the two cost estimates/bids that are required to be submitted with your application packet, but this does not mean the applicant must choose the lowest cost estimate/bid. Grants will be evaluated on a points system based on the need, existing activity status, facade size, and other related rehabilitations associated with the building.

Eligible activities include: masonry repairs and repointing bricks; the repair, replacement, or preservation of historically significant architectural details; the removal or reconstruction of false fronts; exterior painting and stucco (only includes surfaces currently painted, excluding murals); installation, replacement, and repair of awnings and canopies; windows, door, or cornice repair or replacement; the repair or replacement of gutters and down spouts; decking and stairs; required sidewalk barriers for outdoor dining areas (must remain with the building); exterior building-mounted signage; roofing; design or architectural fees (not to exceed \$500); and visible electrical/mechanical equipment enclosures.

Ineligible activities include: any improvements made prior to the grant award; landscaping; parking lots; interior renovations; temporary, portable, or non-permanent improvements; new construction; property acquisition; expansion of building areas; the conversion of use; working capital; any labor completed by the property/business owner unless supported by a second quote; the refinance of existing debt; payment of delinquent taxes; mechanical/HVAC systems; security systems; and trash/mechanical enclosures.

Application Process

This grant application process can be broken down into the following typical steps:

Step 1: Complete an application and include the required attachments as listed on the Façade Rehabilitation Grant Program application.

Step 2: Submit the completed grant application to the City of Elizabethton’s Planning & Economic Development Department in-person, or via mail or email:
City of Elizabethton Façade Rehabilitation Grant Program
C/O Logan Engle
136 S. Sycamore Street
Elizabethton, TN 37643
Email: lengle@cityofelizabethton.org

Step 3: The application will be evaluated, and notification of approval will be given on or before Friday, October 13th, 2023. Please note that if your building is in the City of Elizabethton’s

Historic Zoning District, additional review time may be needed, and the project may be required to seek approval from the Historic Zoning Commission prior to award of a grant.

Step 4: All work affiliated with the grant must be completed by Thursday, June 1, 2024. Any changes necessitated while the project is under construction must be approved by the City of Elizabethton prior to installation. **All construction must be done in accordance with applicable codes. It is the responsibility of the building owner, tenant, or their designee to obtain any applicable building permits.** All construction management shall be the responsibility of the applicant.

Step 5: The improvements will be inspected by the City of Elizabethton to verify that the submitted plan has been followed and construction completed satisfactorily. All work must be performed in a professional and workman-like manner. The City reserves the right to withhold reimbursement payment should the final inspection reveal that the work performed was not completed in a professional and workman-like manner, has not successfully passed all applicable inspections, and/or has not been completed to the extent that had been proposed in the grant application.

Step 6: The applicant must submit to the City all project receipts and proof of payment. Grant funds will be dispersed by the City within 30 days following the submission of these receipts.

NOTE: Please fill out all information requested on the grant application. Failure to provide complete and accurate information may delay the approval process or disqualify an applicant from the façade improvement program.

Application Scoring & Reimbursements

- A. The City shall approve or deny the application based on a scoring rubric. Each application will be scored by independent scorers, rather than staff.
- B. All work must meet City building codes and historic zoning requirements. Applicants are responsible for obtaining all permits before beginning any work. All changes in the scope of work from the approved application must be resubmitted to the City for approval prior to any work commencing or it will not be reimbursed. Change orders and bid additions and/or deletions must be approved by the City prior to initiating any work changes.
- C. When the work is completed:
 - Provide to the City color photographs of all completed work;
 - Submit to the City all receipts and/or canceled checks as proof that contracted improvements have been paid. This shall include an affidavit certifying that all suppliers

and contractors have been paid and that there are no liens on the project. All paid receipts must include name, address, phone number, and license number of the contractor. The City reserves the right to verify all costs associated with renovation work for which reimbursement is requested; and

- Request an inspection by the Elizabethton Planning & Development Department staff to ensure that all work conforms to the work proposed and is completed as approved.



CITY OF ELIZABETHTON
Planning and Economic Development Services
Façade Rehabilitation Grant Program
Application Packet

Applications are due on September 21, 2023

Projects must be completed by June 1, 2024

I. Applicant & Property Information

Applicant Name: _____ Telephone: _____

Email Address: _____

Street address where work will be performed: _____

Year Built: _____

Name of Business: _____

Type of Business: _____

Mailing Address (if different from street address): _____

Property Owner (if different from applicant): _____

Owner Mailing Address: _____

Telephone: _____ Email: _____

If the applicant is different from the building owner, please attach a letter from the owner expressing approval of the proposed project.

II. Project Information

Use additional sheet if needed.

A. Please provide a brief description of the project:

B. Will the project address existing facade deterioration? If so, please describe the existing condition(s) and proposed method of correction.

C. Will the project preserve any exterior historic architectural elements or restore architectural elements once removed? If so, please describe how (*including preservation methods to be utilized*):

D. Summary of type of improvements proposed (*check all that apply*):

- Repainting Paint Removal Storefront Windows
- Doors Exterior Lighting Awnings Sidewalk Fencing
- Cornice/Parapet Cleaning/Repointing Other (*specify*): _____
- Exterior Signage Roofing

E. 1. Estimated total cost of improvements: \$_____

2. Total Reimbursement Requested: \$_____

(Maximum 50% of total project cost – \$4,000 maximum amount)

F. 1. Proposed project start date: _____

2. Proposed completion date: _____

3. Names of Two Contractors Providing Bids: _____

G. Other Comments:

III. Required Attachments

- A. Proof of Owner Permission for Project Attached (if applicant is not property owner): Yes No
- B. Color Photo(s) of Existing and Improved (After) Building Façade(s) Attached: Yes No
- C. Color Samples & Product Specifications Attached: Yes No
- D. Two Detailed Cost Estimates from Two Contractors Attached: Yes No
- E. Sketch or Drawing of Project (stamped drawings required for structural changes): Yes No
- F. Proof all Taxes, Insurance, and Mortgage Payments are Current: Yes No
- G. Consultation with Planning/Development Staff: Yes No
- H. Certificate of Appropriateness, if located in Historic District: Yes No N/A

IV. Statement of Understanding and Certification

I, (We) as applicant/owner of record make this application to the FY2023-2024 Façade Rehabilitation Grant Program for matching grant funds to be used for exterior improvements to the building listed on this application. I agree that I understand the following requirements and guidelines regarding my application:

- Participation in the program requires me to follow program guidelines that govern improvements made under the program, including those improvements made with my portion of the project cost.
- I am willing to comply with the program guidelines, timelines and provide required documents and materials.

- I understand that the guidelines are in addition to, and do not override, local, state and federal regulations.
- I further declare that I understand that this is a reimbursable grant program, meaning that successful applicants must undertake and incur the costs for grant funded projects prior to receiving actual grant funds.
- I understand that all work must be completed and consistent with the approved scope of work prior to reimbursement.
- I understand that all improvements I make must be in compliance with city code, adopted building code, and zoning regulations.

Signature: _____

Date: _____

Office Use Only

Date received: _____ Application Number: _____ On Site Meeting: _____

Date Approval of Application Granted/Denied: _____

Application Approved in the amount of \$ _____

Amount Paid: \$ _____ Date Paid: _____

Staff Notes: