

ECDI FACADE INCENTIVE GRANT APPLICATION

PROPERTY: _____ ADDRESS: _____

CURRENT ADDRESS: _____ PROPOSED USE: _____

APPLICANT: _____ ☐ OWNER ☐ TENANT

NAME OF OWNER, IF DIFFERENT THAN APPLICANT: _____

PHONE NUMBER: _____ EMAIL: _____ TAX ID OR SS #: _____

DESCRIPTION OF PROPOSED RENOVATION (ATTACH SUMMARY IF NEEDED): _____

TOTAL ESTIMATED COST OF FACADE RENOVATION (LOWEST BID QUOTE): _____

CHECKLIST FOR COMPLETE APPLICATION:

- (1) I have read the facade incentive grant outline and I fully understand the agreement. ☐
- (2) I have met with the City Building Inspector. My Project ☐ does ☐ does not require Inspectors signature. ☐
- (3) I have met with the Historic District Planner. My Project ☐ does ☐ does not require the Planners Signature. ☐
- (4) A Certificate of Appropriateness is attached, if applicable. ☐
- (5) I have complied with the Secretary of Interiors Standards for Rehabilitation. ☐
- (6) The owner's written permission is attached, if applicable. ☐
- (7) Drawing, sketches and/or pictures, including color scheme and sign design for project are attached. ☐
- (8) Copies of two (2) bid quotes for labor and materials are attached. ☐
- (9) An itemized project budget is attached. ☐

I understand the Facade Incentive Grant must be used in the manor described in this application, the application must be reviewed by the ECDI Design Committee and approved by the ECDI Board of Directors prior to commencement of work. I understand I have one year from time of grant approval to complete project or grant award may be rescinded. I understand failure to comply with the approved application may result in the forfeiture of grant funds.

Applicant's Signature: _____ **Date:** _____

City Building Inspector Signature: _____ Date: _____

Historic District Planner Signature: _____ Date: _____

ECDI Executive Director Signature: _____ Date: _____

ECDI Treasurer Signature: _____ Check #: _____ Date: _____

ELIZABETH CITY DOWNTOWN, INC.

FACADE INCENTIVE GRANT PROGRAM



Deborah Malenfant
Executive Director

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Office Address:
106 S. Water Street
Elizabeth City, NC 27909

www.elizabethcitydowntown.com

PURPOSE OF FACADE INCENTIVE GRANT PROGRAM

- To promote storefront renovation
- To promote restoration of commercial buildings.
- To encourage good design and workmanship
- To help preserve downtown Elizabeth City's historic character
- To create incentives for quality design projects

ELIGIBILITY REQUIREMENTS

An owner or tenant of a commercial property located within the Municipal Service District (MSD) of Elizabeth City.

Tenants must submit owner's written permission with application.

DEFINITIONS FOR PURPOSE OF GRANT

- A **FACADE** is defined as an individual storefront or side of a building which faces a public right-of-way or which is otherwise visible to the general public. Although deemed of less importance, project proposals affecting facades facing back alleys and rear entrances will be considered.
- A **"SPECIAL PROJECT"** is one for which Project Facade expenditures exceed \$2,000, the project area is larger than average facades, or where substantial structural renovations are factors in the overall cost. Grant award is at the discretion of the ECDI Board of Directors.

AWARDS AVAILABLE

Two award categories are available based on the project's scopes.

- 1) Qualifying projects are eligible for a grant up to \$1,000 per facade on a 50/50 matching, reimbursement basis.
- 2) Special projects that cost less than \$10,000 in total facade expenditures by an applicant may be eligible for a grant of up to the lesser of \$2,500 or 1/2 the total cost.

GUIDELINES

- 1) The City of Elizabeth City Historic District and Secretary of Interior's standards for rehabilitation shall be used.
- 2) Plans shall respect and reflect the architectural integrity of the entire building and the neighboring streetscape.
- 3) Renovations shall conform to all applicable building codes of the City of Elizabeth City.
- 4) Elizabeth City Downtown, Inc. reserves the right to withhold approval of grant application if color, design, sign design or other facade component is not deemed appropriate to the historic integrity of the structure and/or the Downtown as a whole.

CRITERIA

- 1) Minimum project eligible for 50/50 grant is \$400.
- 2) A contract must be signed and filed in the ECDI office before work begins. Starting work prior to this will make project ineligible for facade grant.
- 3) If applicable, application must be reviewed and signed by the Historic District Planner and a Certificate of Appropriateness must be filed with the City of Elizabeth City and ECDI.
- 4) If applicable, application must be reviewed by City Building Inspector for code compliance.
- 5) Upon completion, copies of applicant's cancelled checks and contractor's paid statements must be submitted to the ECDI office to receive reimbursement.
- 6) Project must be completed within one year from time of grant approval or grant award may be rescinded.

APPLICATION PROCESS

- 1) Applicant must meet with ECDI Executive Director to review renovation plans and receive pre-approval of application from ECDI Board.
- 2) Applicant completes application, including design plans, sketches, color scheme and/or photos.
- 3) Applicant reviews application with City Building Inspector for code compliance.
- 4) Applicant reviews application with Historic District Planner for compliance with Historic District Guidelines.
- 5) Application is submitted with all other necessary information (see criteria) to ECDI.
- 6) ECDI Design Committee reviews application at next scheduled meeting. A recommendation is presented to the ECDI Board Of Directors. The Board approves or denies, or approves conditionally.
- 7) ECDI Office notifies applicant of Board action.
- 8) Applicant signs contract at ECDI office.
- 9) Applicant may begin work.
- 10) Upon completion of work, copies of applicant's cancelled checks and contractor's paid statements must be sent to the ECDI Office.
- 11) ECDI Executive Director inspects work and determines completion. If so, grant is awarded.
- 12) ECDI Treasurer issues check to applicant within 30 days of completion of work and approval by ECDI.

CONTACT INFORMATION

ECDI Executive Director-	338-4104
Elizabeth City Planning Department-	337-6672
Elizabeth City Inspections Department-	337-6868