

# **Downtown Facade Grant Program**

## **APPLICATION**

Contact: Planning and Zoning Department  
 15 E. Fourth Street  
 Wendell, NC 27591  
 Phone: (919) 365-4448  
[www.townofwendell.com](http://www.townofwendell.com)



### **APPLICANT INFORMATION**

Name:
Phone:
Email:

### **FOR OFFICE USE ONLY**

Application Date:	
Approval Date:	Amount:
Tax ID number:	

### **PROPERTY OWNER OR TENANT INFORMATION**

Name:	Years Owned / Leased:
Address:	Phone:
City: State:	Zip:
Type of Ownership:	Owner's / Tenant Signature-Improvements Approved:

### **BUSINESS AND / OR PROJECT INFORMATION**

Name of Business:	Business / Project Owner's Name:
Address:	Phone:
City: State:	Zip:
Type of Business:	Upper floor use:

### **PROPOSED IMPROVEMENTS**

Storefront Improvements:	
Upper Façade Improvements:	
Total Estimated Project Cost:	Total Estimated Cost for Façade:
Amount Applied For:	

**Check Appropriately:**

- I own the property in consideration       I lease the property in consideration and have permission of property owner

I have read the Downtown Façade Grant Program and Design Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:



DATE:

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**Town of Wendell Façade Grant Program**

**OFFICE USE ONLY**

Date of Application Submittal: \_\_\_\_\_

Date of Appearance Commission Review: \_\_\_\_\_  Approve  Denial

Date of Board of Commissioners Review: \_\_\_\_\_  Approve  Denial

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date

# Town of Wendell Façade Grant Program

The appearance of Wendell is largely determined by the condition of its buildings. Because the appearance also forms the basis of the public's overall impression of the town, the upgrading and preservation of Wendell's commercial buildings is crucial to the continued livelihood of the town as a whole.

### Objective

To provide financial incentives to businesses and property owners to assist them in façade preservation and restoration.

### Goals

- ◆ To prevent further deterioration of commercial properties.
- ◆ To restore properties valuable to the economic viability of the town.
- ◆ To provide a comfortable and attractive place to shop, work and be entertained.

### Eligibility

Any owner or tenant of a commercial building within the corporate limits of the town of Wendell. Tenant applicants must have the written permission of the property owner.

A property may be judged to be eligible for a second façade improvement grant if at least five years have elapsed since the property was first awarded a grant. The façade must be in further need of improvement at the time of the second application.

### Grant Program Definitions

*Façade* – an individual storefront or building side which faces a public right-of-way or is otherwise visible to the general public. For the purpose of this grant program, separate addresses within a single building may qualify as separate facades of one or more of the spaces' tenants are applying for a grant(s) subject to the guidelines of the program.

*Fiscal Year* – the Town of Wendell's fiscal year begins on July 1 and ends on June 30.

### Award

Qualifying projects are eligible for a grant of up to \$1,000 per façade on a 50/50 matching reimbursement basis. Only one grant will be available per property owner per year.

## Program Guidelines

Grants will be awarded twice per fiscal year. Deadline for applications will be July 15 and January 15 of each year. Half of the appropriated funds will be available in the July 15 deadline period with the other half being available in the January 15 deadline period. Applicants who are not awarded a grant in the first application period are eligible to resubmit for subsequent application periods.

Projects within each application period will be judged against one another for funds available during that grant period. Decisions will be based upon a number of factors including, but not limited to, size, project cost, and amount of available funds. Extra consideration will be given to proposals for front facades, projects in the downtown area, and projects to remove metal awnings and replacement with fabric awnings.

Eligible expenses might include such things as exterior painting, masonry repair, repair/replacement of windows or window framing, removal of siding or false fronts, new fabric awnings, replacement of transom glass, repair/replacement of architectural details or materials, and relocation of electrical wiring.

Advertisement for an individual business will not be considered as part of the grant application to include signage and personalized awnings. General maintenance expenses may not be included in the grant application. Other ineligible expenses include installation of aluminum/vinyl siding or other false fronts, work done prior to grant approval, sandblasting, interior rehabilitation, roof and chimney repairs.

### Guidelines

1. If the applicant is not the property owner, the property owner's written permission must be attached to the application.
2. The design guidelines and regulations in the Wendell Unified Development Ordinance shall be followed.
3. Work plans shall respect and reflect the architectural integrity of the entire building and of the surrounding streetscape.
4. Work shall conform to all applicable ordinances and building codes and permits shall be applied for where required.
5. The Town reserves the right to withhold approval of grant application if color, design, or other façade component is not deemed appropriate to the integrity of the structure or the surrounding environment or if proper permits were not applied for and issued.
6. Applications will become automatically ineligible if work on the building has begun prior to written approval/issuance of permits by the Wendell Planning Department.
7. A detailed and itemized project budget with cost breakdowns is required as part of the application. All aspects of the project shall be included.

## Program Guidelines

8. Projects must begin no later than three months after approval of the grant and completed within six months of grant approval or within the current fiscal year whichever comes first.
9. All work must be in keeping with the specifications approved as part of the grant application.
10. The applicant must have satisfied any delinquent taxes prior to filing an application.
11. Any changes or modification of the submitted plans must be approved in writing by Planning staff or the award committee.
12. All contractors working on the project must have applicable business license to conduct work within the Town of Wendell.
13. By signing the application, applicant agrees to be bound to the terms and guidelines of this agreement.

### Application Process

1. Applicant meets with the Wendell Planning Department to review renovation plans and get information on ordinances and permitting.
2. Applicant completes application including detailed descriptions or drawings of planned renovations.
3. Application is submitted by one of the two deadlines set forth.
4. Appearance Commission reviews applications and makes a recommendation to the Board of Commissioners.
5. The Wendell Board of Commissioners reviews the applications and makes decision on grant requests.
6. Staff notifies applicants in writing of Board of Commissioners' decision.
7. Applicant meets with Planning Staff and signs statement to abide by the terms of the grant.
8. Applicant secures any required permits.
9. Applicant may begin work.
10. Upon completion of work, copies of applicant's canceled checks and contractor's paid statements must be sent to the Planning Department.
11. Planning Staff inspects work to make sure it is in conformance with approved plans and town ordinances.
12. Planning Staff completes necessary paperwork and submits to Finance Department to request check for award amount.
13. Check is mailed to applicant at address provided on application.