



TAPPAHANNOCK

FAÇADE IMPROVEMENT GRANT

The Façade Improvement Grant (FIG) program is an initiative to visually improve business properties demonstrating a need for public investment to spur further investment from the private sector. The goal is to visually enhance the streetscape and increase interest in the designated area. The initiative also serves as a tool in supporting and retaining small businesses.

The program will be administered by Economic Development Committee. FIG is a matching, reimbursement program which requires the applicant to make the initial investment of the full project costs; 50% of the eligible costs will be paid as a reimbursement based on verifiable evidence of payment (canceled checks and receipts).

The maximum FIG amount available for any approved project or property is \$5,000. Funding is available on a first-come, first-served basis until the funding pool has been exhausted annually as appropriated each fiscal year (beginning July 1st and ending June 30th the following year).

All recipients are required to enter into a FIG Agreement document that will establish the conditions of approval and terms of grant disbursement. An individual owner, L.L.C., and/or other type of IRS recognizable holding company who owns multiple properties and has applied for multiple projects in town may only receive a maximum of \$10,000 in funding per fiscal year referenced above.

Eligibility – All existing commercial, industrial, office, or mixed-use properties zoned in Central Commercial (CC-1), General Commercial (CG-2), and Industrial (I-1) are eligible. New construction is not eligible and the applying property must be at least 5 years old as of July 1st of that application year. Property must be current with taxes and fees and may not have outstanding codes violations (exception: FIG will be used to rectify). Facades proposed for improvement must be visible from the public right-of-way. Home businesses and home occupations are not eligible.

Allowable Improvements - All improvements must be allowable through the Town's Downtown and Historic Overlay guidelines (if applicable) and may require approval from the Historic Overlay Commission. These may include; contracted labor (including project management fees); decorative fencing, railings, or Juliet balconies, lighting, painting, improvements in response to code violations, installation, repair or replacement of exterior signage, siding (i.e., wood, metal, vinyl etc.), permanent hardscape improvements (i.e., cement pots or fixed planter boxes), masonry repairs and tuck pointing, public art and murals, removal/ replacement of architecturally inappropriate or incompatible exterior finishes and materials or signs, restoration of architectural details or removal of materials that cover architectural details, repair and/or replacement of windows and exterior doors, roofing (in conjunction with other improvements only), screening of service and maintenance areas when visible from adjacent public areas, window and cornice flashing and repair, up to 15% contingency may be reimbursed, as based on contractor's estimates

Prohibited Improvements – Billboards, interior improvements, improvements in progress or expenses incurred prior to final approval, landscaping, mechanical and HVAC systems, new construction, temporary signage, security systems (i.e., cameras, window bars, etc.)

Application Process - The FIG application can be submitted either before or after completion of a project for reimbursement. A permit to begin work is required on all improvements, and additional approvals may be required from the Historical Overlay Commission, if applicable. Economic Development Committee will review applications within 30 days of submission to staff.

A. Apply Before Project Completion

- i. The pre-application before the project is completed can be submitted to the Planning and Zoning Staff for review. The application is not considered submitted if staff views the application incomplete.
- ii. The pre-application identifies all required information including attachments of examples of finished product along with estimated installation costs.
- iii. Staff confirms eligibility of project based on **pre-application materials**.
- iv. Applications are not considered complete until the project is finished.
- v. Once the project is completed, the application will include photos of finished product is then presented to the Economic Development Committee for final approval.
- vi. Applicant will receive written notice of decision within 15 business days of review. Funds for approved applications will be disbursed within 15 business days after grant approval.

Pre-approval is not a factor in obtaining approval of grant funds.

B. Apply After Project Completion

- i. Applicant contacts Town Hall Planning and Zoning to inquire about project eligibility.
- ii. Staff will review project for eligibility and make site visit to verify completion as necessary.
- iii. Once staff verified eligibility and completion, will request a completed application.
- iv. Completed application referred to Economic Development Committee for grant approval.
- v. Applicant will receive written notice of decision within 15 business days of review. Funds for approved applications will be disbursed within 15 business days after grant approval.

Grant Funds

FIG is a matching, reimbursement program which requires the applicant to make the initial investment of the full project costs; ½ or 50% of the eligible costs will be paid as a reimbursement up to \$5,000 based on verifiable evidence of payment (canceled checks and/or receipts).

An individual owner, L.L.C., and/or other type of IRS recognizable holding company who owns multiple properties and has applied for multiple projects in town may only receive a maximum of \$10,000 in funding per fiscal year referenced above.

Funding is available until the funding pool has been exhausted on an annual basis as appropriated.

Grant payments will not be made if façade improvements deviate from those outlined in the allowable improvements and/or have not been previously approved. Grant funds are paid as a one-time reimbursement, not draws. FIG projects must be maintained at a minimum of 3 years upon date of disbursement of funds, otherwise property owner may not be eligible for future FIG funds.



Town of Tappahannock

Façade Improvement Grant Application

DATE OF SUBMISSION: _____

APPLICANT: _____

PLEASE INDICATE IF YOU ARE THE PROPERTY OWNER(CIRCLE ONE): YES NO

IF YOU ARE NOT THE PROPERTY OWNER, PLEASE ATTACH A CONSENT LETTER FROM THE PROPERTY OWNER STATING YOU HAVE APPROVAL ON THE PROPOSED PROJECT.

LOCATION: _____

MAILING ADDRESS: _____

TAX MAP # _____ BUSINESS PHONE: _____ Email

(if applicable) _____

Type of Improvements. Check all that apply.

Sign _____ Siding / Paint / Mural _____ Site Accessories _____

Lighting _____ Façade Renovation _____

Other _____

Please provide a brief description of work to be done:

Estimated Project Start Date: _____

Expected Completion Date: _____

Estimated Total Cost of Improvements: \$_____ + 15% contingency

Total Grant Amount Requested \$_____ Not to exceed \$5,000

Signature: _____ Date _____

Business Name/DBA:

Description of Proposed Improvement:

(Please be as specific as possible. Attach additional sheets if necessary. Give exact paint color names, provide paint samples, etc.; before & after drawings are useful).

PHOTOGRAPHS OF THE PROJECT

(Please attach photographs to fully illustrate the extent of work to be done)

OWNER'S CONSENT FORM

I, _____, certify that I own the property located at _____ in Tappahannock, Virginia, and that I have reviewed the application for the **Tappahannock Facade Improvement Grant Program** submitted by _____ and that I fully support this application. I further certify that this person or business holds a valid lease of _____year(s) with an expiration date of _____.

Signature

Print Name

Mailing Address

Telephone #