

Dear Boonville Business Owner:

The Town of Boonville is pleased to announce a Façade Improvement Grant Program to assist business owners in the Town of Boonville. The objective of the program is to dramatically improve the facades of the downtown buildings so that after completion of work, the residents will notice marked improvement in the appearance of your building. A copy of the façade improvement grant program guidelines along with an application is enclosed.

We invite you to participate in this program and apply for a façade improvement grant. Grants will be available up to \$500 per business on a first come first serve basis. Grants will be judged based upon the façade improvement grant program guidelines.

If you have any questions, please contact Steve Hutchens at (336) 367-7941.

Sincerely,

Monica Craver  
Commissioner

Town of Boonville  
Façade Improvement Grant Program

**Purpose**

Recognizing the fact that the appearance of a downtown is largely determined by the condition of its buildings, which also forms the basis of the public's overall impression of downtown, the Town of Boonville has developed a Downtown Façade Improvement Grant Program. The objective of the Façade Improvement Grant (FIG) Program is to dramatically improve facades of downtown buildings so that after completion of work, citizens will notice a marked improvement in the appearance of the buildings. The purpose of the program is to provide and economic incentive to:

- 1) Promote storefront rehabilitation in Boonville's Downtown District;
- 2) Preserve the unique character of downtown's historic buildings;
- 3) Preserve the unique character of other commercial buildings;
- 4) Assist property owners with design guidance and expertise;
- 5) Encourage quality design projects which capitalize on the rehabilitation of existing properties;
- 6) Encourage the use of appropriate materials in the rehabilitation of downtown properties;
- 7) Encourage aesthetic compatibility for improvement to facades of non-historic structures and;
- 8) Encourage aesthetic compatibility of new buildings in the downtown historic district

Eligibility should be viewed in terms of real estate versus personal property. Façade improvements are defined as those that are permanent and part of the building.

Based on the availability of funds and approval of the façade design, grants will be awarded on a first come, first serve basis.

## **ELIGIBILITY**

1. Owner or tenant of a building located within the downtown district boundaries (US 601 South to Mi Tierra Mexican Restaurant, US 601 North to Key Street, NC 67 East to River Road, and NC 67 West to Cardinal Avenue)
2. Owners or tenants may request incentive grants; however, any tenant must have the owner's written permission attached to the application.
3. If a property owner owns more than one building or façade within the downtown district boundaries, he/she will be eligible for only one grant per property year
4. The property shall be zoned properly.
5. Applicants who do not receive funding may re-apply during the next grant cycle.

## **GUIDELINES**

1. Rehabilitation work must conform to Yadkin County Building Codes and the Town of Boonville's zoning ordinances.
2. All properties zoned are commercial within Boonville's Downtown District may apply for grant funds.
3. Rehabilitation of structures in the downtown district should respect the architectural integrity of the entire building and retain those elements that enhance the building.
4. Façade grant applications may be made for structures within the downtown business district boundaries, with priority given to renovation projects that visibly improve downtown facades, including buildings with inappropriately applied facades that cover windows, or that are unsightly, out-of-scale, or in need of general repair work.
5. Improvements may include, but are not limited to:
  - a. Façade improvements (repainting structural repairs to building façade)
  - b. Design services (architectural, etc.) for façade rehabilitation
  - c. Patching and painting of façade
  - d. Cornice repair and/or replacement
  - e. Railings, ironwork repair or addition
  - f. Window and/or door replacement/repair

- g. Mortar joint repair
  - h. Canopy, porch, awning installation/repair
  - i. Signage or lighting replacement/repair (Only established businesses (3+ years) are eligible for sign replacement)
  - j. Structure or frame that contains or holds a sign
  - k. Restoration, addition, or replacement of exterior fixtures
  - l. Removal of false fronts, siding or metal awnings or canopies (removal of inappropriate additions to buildings and non-compliant signs may qualify based on the effect the removal will have on the appearance of the downtown district.)
  - m. Addition or replacement of address information
  - n. Cleaning of brick, stone or other building face materials
6. Any improvements that have been made through FIG program and which become a part of the property may not be removed from the property unless they can be used without significant alteration on another property within the Downtown District (e.g., awnings)

**ADDITIONAL GRANTS (Previous grant holders only)**

1. The Town of Boonville may judge a property eligible for an additional grant if:
  - a. At least three (3) years have elapsed since the grant was awarded and the property needs further improvement (e.g. repaint, new awning); under extenuating circumstances an additional grant may be awarded prior to expiration of the three-year limit, if deemed necessary by The Town of Boonville.
  - b. The existing business/property undergoes significant expansion, which requires improvement to the property (e.g. window replacement).

**CRITERIA**

1. For the 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 is visible to the general public.
2. Qualifying projects are eligible for a grant of up to \$500 per façade.

3. Any work performed before grant approval is not eligible.
4. Work on the project must be completed within 6 weeks from the date that the grant is awarded. Grant monies will be paid to the recipient after all work is completed and bills are paid. All statement/receipts must be submitted before grant monies are released.
5. The property owner must agree to maintain the façade improvement for a period of three years as set forth in the application or until the property is sold. (Example: If an awning is installed as part of a project and rips within a three-year period, it must be repaired or replaced.)

## **APPLICATION PROCESS**

1. Applicant should complete an application, which must include design plans/sketches and owners' signature (consent of mortgage or lien holder may be required), and return to the Town of Boonville.
2. Two qualified professional estimates of cost must be included with the application.
3. Applications will be reviewed and approved by the Town's Zoning Enforcement Officer for building code compliance.
4. Applications will be reviewed and approved by the Board of Commissioners.
5. A notification letter will be sent to applicants concerning approval or denial of the application within 30 days of receipt of a completed application.
6. An agreement must be signed BEFORE any work begins. Parties to the agreement will be applicant(s), building owner(s) and Town of Boonville.
7. The Town's Zoning Enforcement Officer will verify that work as been completed satisfactorily and adheres to the proper construction standards.
8. Upon project completion, copies of paid statements and method of payment, etc. must be submitted to Town of Boonville to claim reimbursement.
9. Town Zoning Enforcement Officer will inspect work completed and request for payment for the amount of the grant provided the work is completed in accordance with the agreement.

**Town of Boonville**  
**FAÇADE IMPROVEMENT GRANT APPLICATION**

Applicant's Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Owner \_\_\_\_\_ Tenant \_\_\_\_\_  
Business/Building Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_ Contact # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Length of Time at this location \_\_\_\_\_ Length of remaining lease: \_\_\_\_\_

Description of Project (attach additional pages as needed)

---

---

---

Total Estimated Cost of Improvement: \$ \_\_\_\_\_

Please check:

\_\_\_ I have attached project plans, specifications, or other appropriate design information. A professional architectural plan is not required.

\_\_\_ I have attached samples of paint colors to be used on façade improvements or signage.

\_\_\_ I have attached a photograph(s) of existing condition of the property.

\_\_\_ I have attached copies of cost estimates for the project (minimum of two (2) estimates required)

\_\_\_ I have attached written permission from the property owner, if applicable.

\_\_\_ I understand that grant funds must be used only for the project described in this application. The work must be completed within six (6) months of the date that the grant is awarded. All work must be completed according to local building codes and ordinances and approved, when necessary, by the proper authorities.

\_\_\_ I also understand that this application will be reviewed before any work is done on the project and that no projects will be funded if work was done before application was approved.

\_\_\_ I understand that I am responsible for the maintenance of the façade improvements described here for a period of three (3) years from the date of project completion or until such time as the building is sold.

\_\_\_ I understand the improvement grant must be used for the project described in this application and that the Town of Boonville must review and approve the application prior to beginning construction. I understand that failure to comply with the approved application may result in losing my eligibility to receive funds.

\_\_\_ I acknowledge that the Town of Boonville, is obligated only to administer the grant procedures and is not liable to the applicant or third parties for any obligations or claims of any nature growing out of, arising out of, or otherwise related to the project or application undertaken by the applicant and/or owner. There is not principal/agent or employer/employee relationship between the town of Boonville and the applicant and/or owner.

\_\_\_ I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before the application can be considered for acceptance.

\_\_\_ I have attached the project plans and specifications or other appropriate design documentation.

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner \_\_\_\_\_ Date: \_\_\_\_\_

*(If different from above)*

Complete and return to: **Town of Boonville, 110 N. Carolina Avenue, P. O. Box 326, Boonville, NC 27011**

---

**This application has been approved by the following:**

Signature, Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature, Town Official: \_\_\_\_\_ Date: \_\_\_\_\_

**Conditions/Comments:**