



Slum Clearance and Redevelopment Authority

Façade Improvement Grant Application

Application # _____
(Office Use Only)

Date: _____

Name of Applicant(s): _____

Address of Applicant: _____

Phone and E-mail of Applicant: _____

Address of subject property (if not same): _____

**Only properties situated within the Redevelopment Focus Area are eligible*

1. Are you the legal owner of the property – with the authority to enter into a deed restriction related to grant funding for building improvements? (Y) (N)
2. If no, provide owner(s) contact information:
Name (s): _____
Address: _____
Phone and e-mail: _____

The RDA Façade Improvement Grant will not exceed 25% of qualified expenses*, up to a maximum of \$2,500 for residential properties and \$10,000 for commercial and multi-family residential properties, in one (1) calendar year.

3. Total amount of this grant request: _____
4. Is the property located within the Town’s Historic Preservation Overlay District?
(Y) (N)
If so, please attach the approved application from the Historic District Review Board. (ATTACHMENT)
5. Attach the Building Permit application, with approvals. (ATTACHMENT)

**Qualified expenses are detailed on the next page. Pre-approval of proposed improvements is encouraged, but not required by the Redevelopment Authority.*

Disbursement of funds is conditional upon a Final Inspection by the Building Official, the execution of a restrictive covenant (see attachment) and the availability of funds.

CHECK THE FOLLOWING PROPOSED OR COMPLETED IMPROVEMENTS

The attached Plan and supporting documents describe a project that is (check one):

PROPOSED ()

COMPLETED ()

◇ **Roofs:** The front, side and back of a sloping roof, part of which is visible from a public street and/or sidewalk. Funds will not be granted for a flat roof unless a significant portion of the roof area is visible from a public street and/or sidewalk.

◇ **Doors:** An exterior façade door (including a storm door and screen door) and/or door hardware (knobs, knockers, door plates, numbers, etc.) which are visible from a public street and/or sidewalk. *Please submit a photo of replacement door and/or door hardware.*

◇ **Windows:** Rehabilitation, renovation, reconstruction, restoration, replacement, installation, conservation or similar construction activity to exterior façade windows visible to a public street and/or sidewalk. Glazing or re-glazing of sills is an eligible improvement. *Photo submission.*

◇ **Walls:** Repair or rebuilding of exterior façade walls visible from a public street and/or sidewalk. Cleaning, sealing, tuck pointing and painting of an exterior façade wall are eligible improvements. *Submit color samples when applying for paint improvements.*

◇ **Chimneys:** The sealing, tuck pointing, stuccoing and painting of exterior chimneys which are visible from a public street and/or sidewalk. Decorative corbelling and capping are eligible improvements.

◇ **Stairs, Railings, Columns, Porches and Balconies:** Exterior stairs, railings, columns, porches and balconies visible from a public street and/or sidewalk. *Submit architectural rendering and/or photo of the preferred style.*

◇ **Shutters or Awnings:** Exterior façade shutters or awnings visible from a public street and/or sidewalk. *Submit photo of preferred style.*

◇ **Walkways:** Any sidewalk, paver system or other permanent walkway improvement designed for pedestrian use from a public street or sidewalk. The walkway does not have to be primarily used for public pedestrian use, but the walkway must provide access for the general public from a public street or sidewalk to the property. *Submit a photo or other detailed description of the style and materials of construction.*

◇ **Lighting:** Exterior façade lighting which is visible from a public street and/or sidewalk. *Submit photo of preferred style and description of area illuminated (shielded, spot, flood).*

◇ **Architectural Decorative Ornamentation and Signage:** Architectural decorative ornamentation, including but not limited to, finials, balustrades, brackets, braces, dentils, cornices, moldings, decorative siding and any wall or marquee signs visible from a public street and/or sidewalk. *Submit photos and an approved Sign Permit, if applicable.*

◇ **Privacy Fences around exterior mechanical units:** Privacy fences around exterior mechanical units visible from a public street and/or sidewalk. Privacy fences are defined as those types of fences which enclose only a small area in close proximity to the primary structure. Such fences are permitted, subject to prior written approval from the Town of Smyrna, if the fence does not exceed six (6) feet in height and is constructed of PVC, vinyl or wood. *Submit photos and Building Permit application approval.*

Conditions regarding improvements:

All improvements shall be permanent and fixed in nature. The applicant is responsible for securing a Building or Sign Permit, and approval from the Historic District Review Board (if applicable), before beginning any construction activity. The applicant is responsible for compliance with all requirements of the Town of Smyrna Municipal Code.

All applications shall be reviewed based upon the standards in Section 18-706 of the Town of Smyrna Municipal Code. Review of applications is conducted at the regular monthly meeting of the Town of Smyrna Slum Clearance and Redevelopment Authority (RDA). The applicant, or an authorized representative of the applicant, is required to be present at this public meeting. Applications are due to the Department of Planning & Inspections, **no later than two weeks** before the date of a regularly scheduled RDA meeting. The date and time of RDA meetings is subject to change.

Conditions and Limitations for grant disbursement:

◇ Grant application date shall not be later than one year after the completion of improvements (final inspection or paid invoice) date.

◇ Grantee(s) and all persons or entities holding an equitable or legal interest in the property shall not have any pending litigation with the Town of Smyrna or outstanding balances for taxes, fees, licenses, utilities or other obligations.

◇ Applicants shall provide a notarized letter of permission from the property owner if the application includes persons or entities other than the property owner.

◇ Applicants shall provide a certified copy of the deed to the subject property.

◇ Applicants shall provide copies of invoices detailing materials and labor, as well as proof of payment for the same. Materials, supplies and disposal costs only are grant eligible for improvements completed by persons other than a Town of Smyrna licensed contractor. The

RDA and its appointed administrator shall have sole discretion with respect to grant eligible expenses.

◇ Grantee(s) and all persons or entities holding an equitable or legal interest in the property shall execute a deed restriction prior to disbursement of funds. This covenant, between the Town of Smyrna and the owner(s), affirms the grantees' obligation to repay grant funds if the property is conveyed to another party within five years of recordation of the covenant. The value of repayment is the fractional value (one fifth) per year of the remaining term of the agreement.

◇ Grantee(s) shall designate one person or entity to complete IRS form W-9 as a condition of grant disbursement. This person or entity will receive a statement of miscellaneous income (IRS form 1099) from the Town of Smyrna during the annual reporting period.

◇ Application approval and delivery or execution of all required documents does not constitute an obligation of the Town of Smyrna to disburse funds within a specified period of time.