



TOWN OF SMYRNA

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): _____

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 not, 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 commercial or residential properties in one (1) year and will not exceed 25% of the investment for eligible improvements by the property owner and/or applicant.

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).*

Town of Smyrna RDA Façade Improvement Application, continued

◇ **Architectural Decorative Ornamentation and Signage:** Architectural decorative ornamentation, including but not limited to, finials, balustrades, brackets, braces, dentils, cornices, moldings, decorative siding and 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 Planning and Zoning Department, 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. If the application is for proposed improvements (pre-approval), work shall not commence until a letter of approval has been issued.

Required Documents for grant disbursement:

◇ An affidavit signed by the property owner and all persons or entities holding an equitable or legal interest in the property stating (a) the same do not have any pending litigation with the town of Smyrna; and b) the amount of grant monies already applied for and/or distributed for the property listed on the application does not exceed the amount for matching grants.

◇ A notarized letter of permission from the property owner (if the application includes persons or entities other than the property owner) and affidavit that expenses are grant eligible.

◇ Acceptable proof of ownership of the property (e.g., a certified copy of the deed).

◇ A signed Town of Smyrna Form which states that the property owner(s) are not delinquent on any debts owed to the Town of Smyrna, including but not limited to taxes, utilities and fees.

◇ An itemized description of grant-eligible project costs (fractional costs relative to exterior improvements visible from the street and/or sidewalk) vendor certified as paid in full.