



Town of Dallas

Façade Improvement Grant Program

Purpose

The Town of Dallas has a primary goal of improving the appearance of the Central Business District promoting economic development. To aid in achieving that goal, the Façade Improvement Grant Program will encourage architecturally appropriate improvements to commercial buildings.

Improving the physical appearance of downtown buildings promotes economic growth by attracting and retaining businesses, enticing customers, and halting property value deterioration in the district. The program also helps preserve downtown's unique physical resources.

Goals

- ◆ Promote facade rehabilitation in the Central Business District
- ◆ Preserve the unique character of the downtown's historic buildings
- ◆ Encourage aesthetic compatibility for improvements to façades
- ◆ Encourage the use of quality materials, good design, and workmanship in the rehabilitation of downtown properties
- ◆ Promote an attractive environment for downtown investment

Eligibility

1. A façade is defined as an individual storefront or commercial building side which faces a public right-of-way or is otherwise visible to the general public.
2. Commercial buildings must be located within the Central Business District as defined by the Town of Dallas Zoning Map, or along Trade Street between N. Summey Street and U.S. 321.
3. The following shall be ineligible: tax delinquent property, utility delinquent property, national franchises, and retail chains.
4. Owner or tenants of buildings are eligible to apply; however, the owner must sign the application.
5. Determination of eligibility will be made by the Development Services Director.

Grant Award

1. The Grant Review Committee will consider application for grants of up to fifty (50%) percent of eligible costs.
2. Qualifying projects are eligible for a grant at a minimum of \$500 and a maximum of \$15,000 per approved project renovation.
3. Grant payments will be made in the form of reimbursement upon completion of the project in a manner acceptable to the Town.
4. The façade improvements must remain in place for three full years from the date of completion. If not, the property owner must repay the grant amount in full.
5. Applicant site/building is limited to the maximum grant amount allowed every five (5) years from the award date, unless the property is sold. Then the property will be eligible after three (3) years from the grant award date.
6. The Town reserves the right to amend and/or discontinue the grant at their sole discretion.

Requirements

1. All rehabilitation funded through grant awards under this program must be performed in accordance with the Town standards for rehabilitation (Exhibit A); Town of Dallas Ordinances and Code Requirements, such as building codes, zoning regulations, etc.; and the following guidelines in making façade improvements under this program.
2. Approval for funds must be made prior to the beginning of the project. No awards will be given to a project begun or completed prior to application.
3. All projects must be completed within one (1) year of the date that the grant is awarded. Any extension beyond one (1) year must be requested by the owner and approved by the Town or funds may be rescinded.
4. Grants May only be used to finance exterior renovations.
5. A minimum of two (2) quotes are required for each project element.
6. Since each application will be different, and reviewed on a case-by-case basis, the applicant may be required to submit additional information. The intent of the Façade Grant Program application process is not to burden the applicant business with extensive research, but to provide the Review Committee with information to make appropriate recommendations and decisions.
7. Façade Grant Program applications will be reviewed by the Review Committee, and will depend on the availability of funds.

Eligible Costs

Eligible costs can include, but are not limited to the following:

- ◆ Exterior painting of surfaces and/or paint removal
- ◆ Tuckpointing of brick; repair/replacement of stone, stucco, or other masonry elements
- ◆ Removal of siding, false facades, and in-fill brick
- ◆ Installation of aluminum, vinyl, or other appropriate building materials
- ◆ New, more appropriate signage
- ◆ New or replacement of awnings
- ◆ Replacement of transom glass and business signage
- ◆ If fencing is part of a larger project, it will be considered only if it has extraordinary architectural character such as a wrought iron fence with masonry piers.
- ◆ Other

Ineligible Costs

- ◆ General maintenance
- ◆ Construction of false fronts
- ◆ Interior rehabilitation or decoration
- ◆ Roof and chimney repairs
- ◆ Demolition of historic features
- ◆ Sandblasting
- ◆ Permitting fees
- ◆ Landscaping
- ◆ Common fences such as stockade, bound-on board, picket, and chain link
- ◆ Other

How to Apply

Step 1: Pre-Application (to be completed by the APPLICANT)

- Meet with Development Services Department staff prior to submitting an application. Discuss the project, the process, and the time frame. This is also a time for the applicant to ask questions.

Step 2: Application (to be completed by the APPLICANT)

Submit the completed application to the Development Services Department:

- Contacts information
- Project description
- Project plans, specifications, cost estimates, materials to be used, color choices, and methodology
- Signed copy of Façade Grant Program Guidelines

Step 3: Façade Grant Application Review (to be completed by the TOWN)

- Reviewed by Development Services Staff
- Reviewed by Façade Grant Review Committee
- Additional Information may be requested
- Projects will be evaluated by the Review Committee based on Evaluation Scoring System

Step 4: Post-Application, Pre-Work (to be completed by the APPLICANT)

Once approved for the grant, but BEFORE any work begins, submit:

- Copy of Permits (Zoning & Building)
- Other documentation upon request

Step 5: Complete the Project (to be completed by the APPLICANT)

Step 6: Reimbursement

Include:

- Copies of all invoices
- Copies of all cancelled checks for each paid invoice
- Signed waiver from each contractor (if applicable)
- Other receipts
- Other documentation upon request

Disclaimer

The Town reserves the right to disqualify the applicant from the grant if all program guidelines are not followed or for other reasons deemed appropriate by the Town. In cases of disqualification, the applicant will forfeit all rights to reimbursement.

1. The property owner is responsible for ensuring all work is consistent with the program and the design as approved. The town will be available for consultation and to provide clarification if necessary.
2. The Town must approve any changes in work and note such changes on the application.
3. Town staff may conduct periodic inspections to ensure compliance with technical specifications.
4. Deviations from the approved plan may disqualify the applicant from the grant program. In cases of disqualification, the applicant will forfeit all rights to reimbursement.

Grant Examples

1. A property owner applies for a façade improvement grant for new signage. The attached signage meets zoning requirements and two project quotes are provided, at \$2,500 and \$2,000. The applicant receives a matching grant of 50% of the lowest estimate, which equals \$1,000.
2. A property owner applies for a façade grant for tuckpointing to the front and side façade of a commercial building. Two project estimates are provided at \$35,000 and \$32,500. Each façade is eligible for a matching grant of \$10,000 up to \$15,000 for the total project. Therefore, the maximum grant of \$15,000 is awarded.
3. A property owner receives a façade grant of \$3,500 to improve historical features on a front façade. The scope of work then changes, resulting in the rear façade being replaced, along with interior renovations. The grantee failed to notify the Town of the changes, which were not eligible under the façade improvement grant program, resulting in disqualification and no grant reimbursement.

Exhibit A

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided where possible.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved, if at all possible.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved, if at all possible.
6. Every effort shall be made to repair deteriorated historic features rather than replace. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence, whenever possible.
7. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Town of Dallas Façade Grant Program Application

Applicants(s) Name: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

Business Name: _____

Project Address: _____

Property Owner(s) Name: _____

Does the applicant own the building YES NO (if no, property owner must sign below)

The understood applicant(s) affirm:

- Work done prior to grant approval is not eligible for funding;
- The project will be completed within one (1) year from date of approval;
- I/We have read and understand the conditions, processes, and guidelines of this grant program and shall abide by its provisions;
- Acquiring all required permits is the responsibility of the applicant; and
- The information submitted herein is true and accurate to the best of my/our knowledge.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Submit the application to:

Development Services Department
210 N Holland Street
Dallas, NC 28034