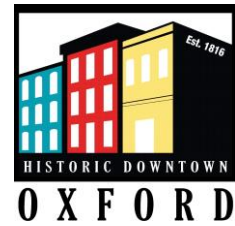


# Downtown Oxford

## Economic Development Corporation



300 Williamsboro Street · P.O. Box 1307 · Oxford, NC 27565

### FAÇADE INCENTIVE GRANT PROGRAM

#### ABOUT THE PROGRAM:

The façade incentive grant program (FIG) is available to building owners and tenants located in the Municipal Service District (MSD) of Historic Downtown Oxford. The grant program is to provide financial incentives to build a stronger city core while increasing the buildings longevity and value. These incentives will maintain the aesthetic look and appeal of Downtown Oxford, leaving a lasting positive image to all who visit. The grant program is administered by Downtown Oxford Economic Development Corporation's (DOEDC) Design Committee.

#### PURPOSE:

Provide financial incentive to:

- Renovate storefronts and customer/client entry-ways in downtown Oxford
- Encourage design projects for building rehabilitation, public art components and compatible new design; and to
- Preserve the unique character of downtown Oxford; and to
- Increase longevity and sustainability of the buildings in downtown Oxford

#### Eligibility Requirements

1. Owners or tenants located in what is considered the Downtown District as defined by MSD map.
2. Building owners or tenants may request incentive grants; however any tenant must have the owner's written permission included in application package. Along with an agreement to maintain the work covered by distributed grant if requesting tenant vacates property.
3. At least three years must have elapsed since the last FIG was awarded to current tenant/building owner.
4. Special Use Project: under extenuating circumstances (*which are to be documented in grant request*) will a FIG be considered when request is shorter than a three year time-lapse of previous grant funding and only if funding remains available in that budget year. The needed repairs must be deemed necessary by building owner requiring or undergoing; significant structural repair, renovation or expansion requiring improvements to the façade, *OR*, a new tenant moves in and requires changes in the building's façade (*in which all requirements of first-time applicants applies*).

Eligible projects for grant consideration include (given all City codes and guidelines are met):

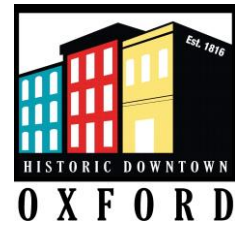
- Structural repairs
- Replacement/addition of awnings/window treatments
- Exterior remodel costs
- External lighting
- Exterior artwork/painting
- New/updating signage
- Cleaning/repair of brick/masonry/external siding
- Wall Art/mural on a wall with high public visibility (additional information and approval is required)

#### Guidelines

1. Rehabilitation of structures in the district should be considered a contemporary solution that respects the architectural integrity of the entire building retaining architectural elements maintaining the buildings historical character while enhancing the look and feel of the downtown district.
2. All rehabilitation design proposals will meet code requirements of the City of Oxford, Granville County and North Carolina. If building is registered as "Historic", City and registry guidelines must be met and approved.
3. The Secretary of the Interior's Standard for Rehabilitation will be used as guidelines in making final grant approval decisions on façade improvements to a structure.

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4. Pictures or sketches are to be submitted with each application. We recommend 2 detailed bid quotes.
5. Material changes and/or color changes will require samples submissions for consideration during the grant process.
6. Any improvements to a downtown building's exterior that have been made possible all or in part by the grant program and which become part of the building's exterior will be considered part of the building. Therefore, they may not be removed from the building unless they can be used on another building within the district. (Unless damage is done to awarded project which causes negative appearance or structural/safety hazard where removal is unavoidable).
7. If a façade has been damaged by a weather incident, must disclose insurance adjustment payment if expected.
8. If a project has already commenced or completed, submission of a **grant application MUST be received within 90 days of project commission or completion.**
9. FIG applications are due the first Monday of each month to be considered at that month's Design Committee meeting. Any grant requested received after the first Monday of any given month will be considered in the next month Design Committee meeting.
10. Applications are accepted by the DOEDC Director for review of completeness, as incomplete applications will not be considered. Consultation with DOEDC Director prior to grant submission is *highly* recommended.
11. **Improvements purposed:** can be submitted for FIG approval prior to work starting. However, it is expected that the applicant will pay for the project in full and prior to receiving FIG dollars. Once DOEDC has received proof of payment to vendors and/or contractors along with supported building permit requirements, DOEDC will make request for disbursed to the approved FIG applicant.
12. **Improvements completed:** before FIG approval will require proof of payment to all vendors and/or contractors with "paid in-full receipt" or cancelled check to the vendor/contractor along with evidence of acceptance/approval from building inspector. (must be within 90 days of projects completion)
13. The DOEDC Director will notify FIG applicant of the committee's action with-in 60 days from FIG received date. All payments will be made to the Grantee as listed on original approved FIG application.

### Criteria

Grants are given UP TO a 50/50 matching basis as follows with a max of \$4000:

1. A maximum award of up to \$4,000 per project, with applicant responsible for a minimum 50% of project cost.
2. Project includes front or side portions of the building if they afford major pedestrian and vehicular exposure.
3. A rear façade project application will be awarded at the same level IF public parking lot and pedestrian traffic is accessible at the rear of building end-route to district businesses. (See map for properties considered acceptable to apply for rear façade project work).

### Process for Receiving a Grant

1. Completed FIG application, including owner's signature for permission & maintenance. (if applicable).
2. Design plan/sketches/pictures of rendering to best visibly show and explain project.
3. Cost estimate by contractor with detail for all work to be completed and eligible in the FIG application. Estimates must be no older than six months prior to FIG application received date.
4. Written approval /sign off of project by the City if building is registered as "historic" (if applicable).
5. **The Design Committee and its members will be notified of a FIG application has been received on the first Monday of the month.** The Design committee will have 30 business days to review and discuss. Committee can ask for; more information, vote to approve, approve with added conditions, table pending questions or decline the application. The Design Committee reserves the right to require revisions, clarifications, additions and resubmittal prior to approval of FIG. All decisions of approval/decline are final.
6. DOEDC Director will notify the grant application of Design Committees action.

- |  |   |
|--|---|
| <input type="checkbox"/> Completed grant application   | <input type="checkbox"/> Photos, sketch, rendering of project |
| <input type="checkbox"/> Is the building in the designated MSD area                                | <input type="checkbox"/> Vendor/contract project estimate     |
| <input type="checkbox"/> Proof vendor/contractor paid in full for project                          |   |
| <input type="checkbox"/> Proof project approved by Inspections or building permit                  |   |
| <input type="checkbox"/> Application & maintenance agreement signed building owner (if applicable) |   |

# DOWNTOWN OXFORD Facade Incentive Grant Program

Application Information: (please use fillable form)

Property Address: _____, Oxford, North Carolina	
Current Building Use: _____	
Applicant's Name: _____	
Name of Business in space: _____	
Check One: <input type="checkbox"/> owner <input type="checkbox"/> tenant	
Address: _____	
Phone Number: _____	E-Mail: _____
Project is completed: <input type="checkbox"/> yes <input type="checkbox"/> no    Attached paid invoice: <input type="checkbox"/> Cancelled Check <input type="checkbox"/>	
Date Completed: _____	
Description of project: _____	
Is this grant request be reimbursed by an insurance claim? If yes explain	
Amount expected from insurance claim?	

Final project cost: \$ _____	Project Estimate #1 \$ _____
Projected start date: _____	Project Estimate #2 \$ _____
Projected end date: _____	

Attached (check what applies):  Pre-approval  Copy of Building Permit  Historic/Design approval  
 Plans/design meets Secretary of Interior's Standards     Insurance claim documents  
 Post-construction/work completed  Inspection  
 Replacing the existing awning with one of the same style and color that was previously on the building: Yes  No   
 OR will the new awning be a different style? (provide product detail and reason for change)  
 [Note: If it is different style than what was previously on the building, please provide new images of the proposed style/awning/color swatch/fabric swatch]


Is your building 50 years old or older? (please note the year building was constructed) Yes  No  Year Built \_\_\_\_\_  
 Have you ever received a Façade Incentive Grant from the Downtown Oxford Economic Development Corporation?  
 Yes  No  If so, please provide the date, amount and brief scope of work you received funding:


- .....
- I have attached current photo, project plans and specifications, or other appropriate design documentation.
  - I understand that the Incentive Grant must be used for the project described in this Application.
  - Upon project completion, I will submit copies of paid statements to the Director of Economic Development.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Owner's Signature if Applicant is current Tenant: \_\_\_\_\_  
 [Building owner agrees to maintain the appearance of the project after lease completed]

**Office Use Only:**  
 Design Committee Approval: \_\_\_\_\_  
 Application Received on: \_\_\_\_\_ Approved/Denied on: \_\_\_\_\_  
 Inspected on: \_\_\_\_\_ Paid on: \_\_\_\_\_