

City of Pickens



**Façade Improvement Grant Program
Downtown Pickens**

Updated July 1, 2019

**City of Pickens
Downtown District
Facade Improvement Grant Program (FIGP)
July 1, 2019**

Program Guidelines

The City of Pickens Façade Improvement Grant Program (FIGP) Committee is responsible for administering a “Façade Improvement Grant Program”, intended to stimulate improvements to the exterior of commercial buildings in the Overlay Districts, identified as City Center Overlay District and the Gateway Overlay District.

The funding of this program is provided through the City and all activities relating to the funding of facade projects will be report to the City of Pickens, City Council.

Purpose

The City of Pickens Façade Improvement Grant Program provides financial assistance to commercial property owners and business owners in the City Center and Gateway Overlay Districts that qualify for facade improvements. The purpose of the FIGP is to support the revitalization of the City’s Overlay Districts by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

The Overlay Districts:

City Center Overlay District boundaries are established as:

- Main Street from Hampton Avenue to Bivens Street
- Court Street From Main Street to Cedar Rock
- Garvin Street from Main Street to Cedar Rock
- Ann Street/Hwy 178N from Main Street to Baker Street
- Hampton Ave./Hwy 178N from Main Street to Baker Street.
- Pendleton Street from Main Street to W. Lee Street.

The Gateway Overlay District boundaries are established as:

- All properties that have frontage on Highways 183, 178, and 8 that are not located in the City Center Overlay District.

Façade Improvement Committee

The Façade Improvement Grant Program Committee (FIGP Committee) is a three person committee, consisting of the City Administrator, Planning/Zoning Administrator, and the Pickens Revitalization Association Director. The FIGP Committee must ensure the proposed project has been approved by the Board or Architectural Review (BAR) before giving final approval to the façade improvement grant.

Eligibility

Maximum Allowable Award: The program provides for a one-time reimbursement grant of 40% of the project costs, with the maximum reimbursable amount not to exceed \$2,500.

Example: No matter the amount of the applicant’s project costs, the grant awarded will not exceed \$2,500. For example, if total project costs are \$7,000 the applicant is to match 60% (which would be \$4,200) the City will award 40% of the project cost (\$2,800) not to exceed \$2,500. Project must be completed within 90 days of funding being granted. Another example, if project costs are \$5,000, the applicant will be reimbursed 40% at a total which would be \$2,000 with the applicant matching 60% at \$3,000.

Eligible Applicants:

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the designated districts within the City of Pickens. Business owners/managers who are leasing a building for which improvements are proposed must submit a letter from the owner giving consent and approval of proposed project plans with their completed application. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the FIGP. The FIGP Committee reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Eligible Expenditures:

For purposes of this program, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as outlined in the program guidelines and determined by the FIGP Committee; this excludes expenditures related to interior improvements, ordinary repair and maintenance, improvements required as a result of code violations, or other expenditures deemed ineligible by the FIGP Committee.

Improvements must be consistent with recommendations set forth in master plans for the area in which the property is located.

All work must be completed by a licensed contractor, legally operating in the City of Pickens. The applicants should contact the City for assistance with permitting and business licensing.

- Eligible improvements include exterior building improvements (cosmetic and/or structural), signage, lighting, and landscaping, which are visible from the street.
 - Examples
 - Exterior painting or surface treatment
 - Decorative awnings
 - Window and/or door replacements or modifications
 - Storefront enhancements
 - Landscaping
 - Irrigation
 - Streetscape
 - Outdoor patios and decks
 - Exterior wall lighting
 - Decorative post lighting and architectural features
- Ineligible improvements include ordinary repair and maintenance, required improvements as a result of a violation notice or citation, site furnishings, amenities, non-permanent structures, and moveable equipment.
 - Ordinary repair and maintenance defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to a structure, site or any part thereof, and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay, or damage using materials which are of a design, color, and outer appearance as close to practicable to the original.”

Application Review Documentation

All completed applications must be accompanied with the following items but not limited to plans, elevations, and estimate of repairs.

1. Verification of property ownership (Pickens County Parcel #, deed, etc) or a letter from the property owner giving consent to perform the changes.
2. Name and contact information of contractor.
3. Scope of work, timeline for project completion, and total estimate of project budget. **Project must be completed within 90 days of funding being granted.**
4. Color photos showing the existing building (front and all side elevations).

5. A completed W9 form.

Application Deadline

Applications will be accepted starting July 1st of each fiscal year for the City of Pickens and applications will be considered while funding is available per the amount budgeted by City Council. Once the applications have been received, the FIGP Committee will work together to review and determine whether a Façade Improvement Grant will be awarded. Completed application packages must be delivered to City Hall at 219 Pendleton Street.

Process

1. The FIGP applications are available at City Hall and on the websites www.citypickens.com and www.historicpickens.com.
2. Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations including color samples (except painting) ***must be submitted*** with your Application.
3. Your next step should include a meeting with the Zoning Administrator, which is the City Administrator or City Planner, to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with appropriate City Staff.
4. Applicants will generally be notified in writing within ten business days whether the FIGP is awarded or not.
5. Upon approval the grant dollars will be awarded to the applicant for reimbursement purposes.
6. Grant monies will be distributed to the applicant upon completion of the following activities:
 - a. Any and all changes, ***not prior approved***, from the original application must be approved by the FIGP Committee. Approved changes in work specifications must be attached to the original dated application. Any unapproved deviations from the original work specified in the application will disqualify the applicant.
 - b. The invoices and receipts will be reviewed to ensure compliance with original application. A City staff member will make an inspection of the completed project to verify the work has been performed per the application and issue an approval correspondence as appropriate.

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THE GRANT PROGRAM.

Grant Policy

The FIGP will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a FIGP Recipient sign at the construction site, during the time of improvements and in their storefront window for 180 days after the completion of the project.



**Façade Improvement Grant Program
Application Form**

- 1. Applicant Name: _____
- 2. Contact Name: _____
- 3. Name of Tenant: _____
- 4. Name of Business: _____
- 5. Telephone Number: _____ Fax Number: _____
- 6. Email Address: _____
- 7. Project Address: _____
- 8. Mailing Address: _____
- 9. Does the applicant own the project building? Yes No

If the answer to the above question is no, please attach a letter from the owner expressing approval of the project proposal.

- 10. Will you be using the services of an architect, engineer, or contractor? Yes No
- 11. If yes, list your architect, engineer, or contractor of preference with name and contact number of business: _____
- 12. Estimated Total Project Cost: (A) _____ (attach itemized budget)
- 13. Owner to match 60% of Total: (B) _____

Total Grant Requested from City: (A-B) _____ (40% of the project cost not to exceed \$2,500)

Attach qualified contractor bid documents and all cost breakdowns by category such as masonry repair, window replacement, etc.

- 14. Proposed Start Date: _____
- 15. Proposed Completion Date: _____
- 16. What is the existing use of the building? _____
- 17. Will this project proposal cause a change in the buildings use? Yes No

18. If so, please explain. _____

19. Please write a summary of the complete project scope. You may attach additional pages.

Signature of Property Owner

Signature of Applicant

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Submit completed application to City Hall Attention FIC.

For all questions, please contact Jennifer Vissage at 864.878.6421 or vissage@scacog.org

**Substitute W-9
Request for Taxpayer Identification Number & Certification**

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor: _____
Address: _____
City, State, Zip: _____

Please mark the Type of Entity:

<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Governmental Unit
<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC or other

Company Name

Employer Identification #

If individual or sole proprietor, also give name and SSN.

Name (print)

SSN

Authorized Signature _____

Title _____

Date _____

Telephone # _____

Email Address

Name of Primary Contact