



## ◆ FAÇADE GRANT PROGRAM – GENERAL GUIDELINES ◆

*The Sylva Façade Improvement Program is intended to help property owners through the availability of grant-matching funds (up to \$3000) for improvements to the building exterior, that meet the project criteria.*

### ✦ WHAT IS A FAÇADE?

A façade is defined as one side of a building regardless of the number of stories. Each storefront of a building that is accessible from the exterior or visible from a public street can be considered a façade.

### ✦ PURPOSE OF THE FAÇADE GRANT PROGRAM.

The Sylva Façade Improvement Program is an incentive-based measure. It is intended to encourage and provide an economic incentive for the:

- ❑ Renovation of building facades in the Sylva downtown “Main Street”;
- ❑ Implementation of appropriate design standards for the rehabilitation or improvement of buildings, particularly historic buildings; and
- ❑ Preservation of the unique architectural and historical character of downtown Sylva.
- ❑ This program is not designed to pay for routine maintenance for a property (glass cleaning, janitorial services, minor repairs, etc.)

### ✦ EXAMPLES OF IMPROVEMENTS INCLUDE:

- ❑ Removing of false fronts and metal canopies
- ❑ Safe cleaning of brick and stone fronts
- ❑ Canvas awning installation or replacement
- ❑ Window and door repairs
- ❑ Repainting
- ❑ Structural repair
- ❑ Historic reconstructions
- ❑ Lighting replacement or repairs
- ❑ Repairing or replacing cornices

### ✦ WHO IS ELIGIBLE?

- ❑ Any property owner or business tenant in a commercial building in the Main Street district is eligible to apply. There will be a limited number available annually.
- ❑ Either the property owner or the business tenant of a building may apply. Property owners and business tenants may also apply jointly. In any case, only one application may be submitted for each façade.
- ❑ A business tenant applicant must obtain the property owner’s written consent for a façade renovation and submit it with the application.

## CRITERIA:

- ❑ All façade design proposals must meet applicable zoning and code requirements of the Town of Sylva and comply with the Façade Improvement Program guidelines.
- ❑ Only exterior façade renovations (exteriors visible from a public street) are eligible for consideration under the Façade Improvement Program.
- ❑ Renovation proposals of limited scope and cost are eligible subject to meeting guideline requirements.
- ❑ Priority consideration will be given to proposals that make highly visible and significant design contributions, and which contribute to the program goal of preserving the architectural, historic, and commercial character of Sylva.
- ❑ A property does not have to be occupied at the time a the grant application is submitted.
- ❑ Improvements must remain with the property without alteration for a minimum of three (3) years following the disbursement of grant funds.

## FUNDING:

- ❑ Façade Improvement Grants will provide a 1:1 dollar match reimbursement for approved façade grant projects once completed and receipts submitted, up to a ceiling amount of \$3,000.00 for each project.
- ❑ Façade grants **are paid only when the approved project is completed in accordance with the plans and specifications submitted with the proposal**. A preliminary dollar amount of the grant is determined at the time of application.
- ❑ The final award amount is based on documentation of actual costs and receipts submitted upon completion by the deadline.
- ❑ A project that **alters submitted plans without prior approval will be disqualified for payment**. Designs not completed as submitted will also be disqualified.
- ❑ If a grant recipient becomes unable to fulfill the grant requirements or removes a project from consideration, the Main Street Sylva Association will reallocate those funds to an eligible, alternative project.

## APPROVAL:

- ❑ Where appropriate, the project should follow the “**Secretary of the Interior’s Standards for Rehabilitation**” of commercial buildings (see further below).
- ❑ All design proposals must meet the Town of Sylva building code requirements.
- ❑ Applications should be returned to Bernadette Peters at Town of Sylva, 83 Allen Street Sylva NC 28779 or emailed to [mainstreet@townofsylva.org](mailto:mainstreet@townofsylva.org). The Main Street Design Committee will review applications and make recommendations to the Main Street Sylva Association (MSSA) Board and Sylva Town Board for approval. The Town Board will make the final decision concerning grant awards.

## POST-APPROVAL:

- ❑ Property owners, **after approval**, have up to three (3) months to start their projects. Projects should be completed in an additional three (3) months from the time the application is approved.
- ❑ If a property owner needs more time to start their project or complete the project, he or she must provide a written statement with a reasonable explanation for an extension.
- ❑ Property owners **will receive reimbursements once the projects are completed in accordance with these guidelines**, and approved by the building inspector, if applicable.
- ❑ Work which commences prior to the approval of the grant application will not be eligible for reimbursement.

## THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION:

Initially developed by the Secretary of the Interior to determine the appropriateness of proposed project work on registered properties within the Historic Preservation Fund grant-in-aid program, the **Standards for Rehabilitation** have been widely used over the years--particularly to determine if rehabilitation qualifies as a Certified Rehabilitation for Federal tax purposes. In addition, the Standards have guided Federal agencies in carrying out their historic preservation responsibilities for properties in Federal ownership or control; and State and local officials in reviewing both Federal and nonfederal rehabilitation proposals. They have also been adopted by historic districts and planning commissions across the country.

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features, and the building's site and environment as well as attached adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

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.
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.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. 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.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. 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.

For more information on the Secretary of the Interior's Standards for Rehabilitation, check-out: <http://www.nps.gov/history/hps/tps/tax/rehabstandards.htm>.

TOWN OF SYLVA

FAÇADE GRANT APPLICATION

Date of Application: \_\_\_\_\_

**Information**

Property Owner Name \_\_\_\_\_

Business Owner Name (if different) \_\_\_\_\_

Business Name \_\_\_\_\_

Phone # \_\_\_\_\_

Street Address \_\_\_\_\_

Business Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_

**Use of Building**

Current use of building: \_\_\_\_\_

Proposed use of building: \_\_\_\_\_

Description of Proposed Renovation (Attach drawing, sketch, or photo of proposed renovations, specifically identifying changes and paint color for each detail of the building, along with an existing photo of the building.): \_\_\_\_\_

Total Estimated Cost of Façade Renovation (lowest bid quote, attach additional quotes and invoices): \_\_\_\_\_

**Checklist for Complete Application**

- 1) I have read the Town of Sylva Façade Grant documentation and fully understand the agreement.
- 2) The owner’s written permission is attached, if applicable.
- 3) Drawings, sketches, and/or pictures, including the color scheme and sign design for the project, are attached.
- 4) An electronic file of a color photo of the building showing the area of proposed work.
- 5) At least one itemized project estimate by contractors licensed in the state of NC is attached.

*I understand the Town of Sylva Façade Improvement Grant Program must be used in the manner described in this application, and the application must be reviewed and approved by the Sylva Town Board before the commencement of any project. I understand that failure to comply with the approved application may result in a forfeiture of all grant funds.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_