

# FAÇADE REIMBURSEMENT GRANT PROGRAM

Work may **NOT** begin prior to Staff review of Application

## Eligibility

- Project must be located within the central business district.
- Reimbursement is only for expenses incurred during renovations performed on the exterior façade.
- The project must comply with the Historic Rome Design Guidelines, available in the Preservation Office, 607 Broad Street and on the City website: [www.romefloyd.com/ Historic Preservation](http://www.romefloyd.com/HistoricPreservation).
- The project must also comply with the rehabilitation standards established by the U.S. Department of the Interior. A copy is available at the local Preservation Office [www.romefloyd.com/HistoricPreservation](http://www.romefloyd.com/HistoricPreservation) or nationally at [www.nps.gov/history/tps/tax/rehabstandards.htm](http://www.nps.gov/history/tps/tax/rehabstandards.htm)
- If property is within a Historic District, Building Inspection Department will not issue a permit allowing change without Preservation review.
- Only one grant per building storefront, unless availability of funds allow more.
- Reimbursement is for one-third (up to \$1,000) of total project cost and you must spend a minimum of \$1,500.
- The grant request is subject to denial if procedure is not followed.
- Grant is void if approved work is not started within six months of approval by the Authority and completed within twelve months of approval by the Authority.

## The Process

- Discuss project with the Downtown Development Staff and then complete the application. **Work may NOT begin prior to Staff review of the application.**
- Façade design must be submitted to Historic Preservation Commission (HPC) and receive a Certificate of Appropriateness (COA) or an Administrative Approval before construction. Submit COA and a digital before photo to the Downtown Office.
- Staff will review the application and make a recommendation to the Authority's Design Committee. The recommendation is then sent to the Authority Board for approval.
- The project must be completed according to the design submitted, including materials, colors, awnings, etc. and in accordance with the Building Permit and the COA received before demolition, repair or construction.
- All expenditures must be documented. Upon project completion, submit invoices and cancelled checks along with the final expense total, a copy of the Building Permit and a digital after photo.
- Once the approved project has been completed in compliance with the requirements, reimbursement will be made for the approved amount.

## Application for Reimbursement

**work may NOT begin prior to staff review of the application**

PLEASE PRINT LEGIBLY

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_ Email \_\_\_\_\_

Brief description of project \_\_\_\_\_

Contractor \_\_\_\_\_ Architect \_\_\_\_\_

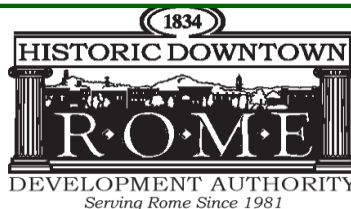
Estimated Project Start Date \_\_\_/\_\_\_/\_\_\_ Estimated Total Project Cost \$ \_\_\_\_\_

Estimated Project End Date \_\_\_/\_\_\_/\_\_\_ Reimbursement Funds Requested \$ \_\_\_\_\_

*By executing this application, I agree to be bound by the rules, regulations, resolutions, and conditions imposed by the Downtown Development Authority and I further understand that any variance in the project submitted will cause my application to be rejected without consideration for reimbursement. I hereby agree to these provisions.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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- CHECKLIST**
- \_\_\_ Application
  - \_\_\_ Digital Before Photo
  - \_\_\_ HPC COA /AdmApp
  - \_\_\_ Final Cost
  - \_\_\_ Paid Receipts
  - \_\_\_ Digital After Photo
  - \_\_\_ Building Permit

Rvd Feb 2016