



CITY OF LANCASTER
Façade Grant Program



APPLICATION AND AGREEMENT

City of Lancaster
216 South Catawba Street
Lancaster, South Carolina
www.lancastercitysc.com



PLEASE CAREFULLY READ AND REVIEW

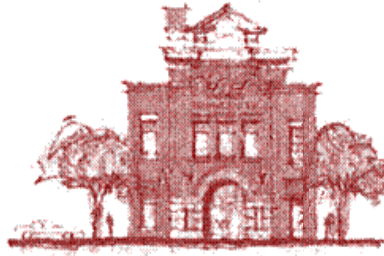
THE INFORMATION ABOUT THE

FAÇADE GRANT PROGRAM

BEFORE COMPLETING THE APPLICATION!

Thank you!

City of Lancaster



Façade Grant Program

The City of Lancaster, in its continuing effort to support the development of the Downtown Business District, has created a Façade Grant Program for all business owners and operators within the designated District. The Façade Grant Program will encourage economic growth and help create a more inviting character for the downtown area. The following outlines the details of the Façade Grant Program.

What is a Façade Grant Program?

The City wishes to encourage and support building and business owner investment in the upgrade of their existing buildings. The Façade Grant Program is a process where the City will provide for the actual project cost, or up to \$2,000 maximum per side, or \$4,000 maximum per side, if the length of the building exceeds thirty (30) feet, for eligible improvements to the appearance of a building façade in the designated Downtown Business District. No more than two (2) facades (front, left side, right side, back) will be submitted for consideration and/or approval in any fiscal year (July 1 - June 30, and a business/building owner may not apply more than once every two (2) years for the same business. The building or business owner must apply for and be approved in order to receive the grant. The following provides the program's criteria for eligibility and the approval process.

Eligible Properties and Applicants

1. At this time, eligibility is limited to any building or structure located within the Downtown Business District defined as Woodland Drive to South Avenue, Catawba Street to Market Street, and Meeting Street from Main Street to Woodland Avenue.
2. Owners or tenants may apply for the façade grants; however, any tenant must have the owner's signature on the application.

Eligible and Ineligible Improvements

1. Examples of **eligible** improvements for Façade Grant funding include:
 - a. Removing of false façades
 - b. Cleaning of brickwork, which includes chemical stripping, water wash, or scraping. **Sandblasting of a façade will not be approved.**
 - c. Repainting

- d. Repair/replacement of windows and doors
 - e. Installation of canvas awnings
 - f. Structural repair
 - g. Historical reconstructions and replacement of original architectural details
2. Examples of **ineligible** improvements, either in whole or in part, for Façade Grant funding, include:
- a. Sandblasting
 - b. Demolition of historic features
 - c. Roof repairs
 - d. Parking Lot improvements

Time Limitations

Façade projects must be completed within six (6) months after the applicant has been notified of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to See Lancaster. Funds will not be released to the applicant if the project is not completed within the time period.

Guidelines

1. Rehabilitation of structures in Lancaster should be considered with respects to the architectural integrity of the entire structure, retaining those elements that enhance the building.
2. All rehabilitation design proposals will meet the zoning, building, and fire code requirements of the City of Lancaster.
3. Any exterior renovation proposal - from an entire façade rehabilitation to maintenance items, such as repainting or replacing building parts - is eligible for funding, but top priority will be given to projects which will make a highly visible contribution to revitalization of the district.
4. Colors should be chosen to coordinate with neighboring buildings. Contrasting colors which accent architectural details and entrances are encouraged (see Color Chart for suggested colors).
5. Retention and repair of existing cornices is strongly encouraged wherever possible. Re-creation of missing cornices should be done with care, using historic photographs as a guide.
6. Side elevations and rear façades should be treated as seriously as main façades. The development of rear or side entrances with appropriate design is encouraged and should follow the stated guidelines.

Application Process

Applications for the Façade Grant Program can be obtained at City Hall, 216 South Catawba Street, or online at www.lancastercitysc.com. Only completed applications that include all required documentation and information will be accepted. See Lancaster will review the application for accuracy. The application will then be sent to the Design Committee. The Design Committee will consider the application and determine eligibility. If the application receives approval, the applicant must enter into an agreement with the City.

1. Owner/tenant completes the Application and attaches the following required documentation:
At least two 8 X 10 color photographs of existing building façade.
Photos, plans, or sketches of proposed improvements.
Quotes, fee proposal, and any other back up that supports the proposed budget.
Owner's permission, if necessary.
2. Owner/tenant submits the Application to the City of Lancaster's See Lancaster Department
3. The Design Committee reviews and approves or disapproves the application. The Design Committee reserves the right to deny an application based on their experience and to recommend alternatives in light of the current use of the building. A notification letter is sent to the applicant stating whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted with modifications.
4. The Façade Grant Agreement must be signed upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner (if other than applicant), and the Events and Promotions Manager, who is authorized to sign on behalf of the City of Lancaster.
5. ANY CHANGES TO THE APPROVED DESIGN MUST BE SUBMITTED TO SEE LANCASTER.
6. Upon project completion, copies of all the applicant's dated statements or invoices must be submitted to See Lancaster.
7. See Lancaster and/or a qualified representative will inspect the completed work, and a check will be issued for the actual project cost, or up to \$2,000 maximum per side, or \$4,000 maximum per side, if the length of the building exceeds thirty (30) feet, provided the work is in accordance with the Agreement.

More Information

If you need more information or have questions about the Façade Grant Program, please contact See Lancaster . . .

- by phone at (803) 283-2489 Ext 7
- by email at events@lancastercitysc.com
- by mail at City of Lancaster, PO Box 1149, Lancaster SC 29721-1149
- or in person at the See Lancaster, 120 W Arch St., Lancaster, SC 29720

Scope of Proposed Project (include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors)

Required Documentation (these items **must** be submitted with the **signed** Application)

- At least two 8 X 10 color photographs of existing building façade.
- Photos, plans, or sketches of proposed improvements.
- Quotes, fee proposal, and any other back up that supports the proposed budget.
- Owner's permission, if necessary.

I agree to comply with the guidelines and standards of the City of Lancaster Façade Grant Program and I understand that this is a voluntary program, under which the City has the right to approve or deny any project or proposal or portions thereof.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____
(if other than applicant)

Submit the completed Application, with all required documentation attached . . .

- by email to events@lancastercitysc.com
- by mail to See Lancaster, City of Lancaster, PO Box 1149, Lancaster SC 29721-1149
- or in person to the office of See Lancaster, 120 W Arch St., Lancaster, SC 29720

City of Lancaster

Façade Grant Agreement

THIS AGREEMENT is entered into this _____ day of _____, _____, by and between the CITY OF LANCASTER (City) and _____ (Grantee), whose address is _____.

WHEREAS the City has approved a façade improvement grant to Grantee subject to the execution of this Agreement, and Grantee desires to accept the grant and to abide by the terms of this Agreement, and

WHEREAS the City has approved a grant in an amount not to exceed Two Thousand and No/100 Dollars (\$2,000.00) per side (limit 2 sides per fiscal year), or Four Thousand and No/100 Dollars (\$4,000), if the length of the building exceeds thirty (30) feet, for façade improvements at _____, Lancaster, South Carolina,

NOW THEREFORE, the parties agree as follows:

1. Grantee reaffirms that all information provided to the City in its Façade Grant Application is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the City of Lancaster Façade Grant Program.
3. All work performed by Grantee will be consistent with the approval by the City. If Grantee desires to make any changes in the project, Grantee will obtain written approval from the City before implementing such changes. Grantee understands that the City is not required to approve any changes.
4. Grantee agrees to complete the improvements within six (6) months from the date of this Agreement and understands that failure to complete the improvements within such period will result in forfeiture of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work, submission of all dated statements or invoices to the City, and approval by the City of the completed work.
6. Grantee will notify the City immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of the City, which will not be unreasonably withheld.
7. Grantee hereby grants to the City the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes desired by the City.

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year first written above.

WITNESSES FOR THE CITY

CITY OF LANCASTER

By: Joe Timmons, See Lancaster

WITNESSES FOR THE GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

By: _____