

# FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

*A Small Town Character Overlay District Exempt Site Plan application is required to be submitted concurrently with the Façade Grant application. The approval of the Small Town Character Overlay District Exempt Site Plan application shall occur concurrently with the Façade Grant approval.*

**For more information on the Façade Grant Program, please contact the Apex Planning Department at 919-249-3426.**

1. The Façade Grant Program is designed to provide incentive funds to tenants/property owners to increase rehabilitation activity in the Central Business District as shown on the Official Zoning Map. The grant can provide up to 50% of the cost of the exterior rehabilitation based on the following:
  - a. Tier 1 - up to a maximum of \$2,000.00 per façade for paint and awnings, or 50% of the cost, whichever is less.
  - b. Tier 2 – up to a maximum of \$5,000.00 per façade for structural improvements including window replacement, brick repair and repointing, door replacement, and similar structural repairs or replacement, or 50% of the cost, whichever is less.
  - c. Applicants can submit for one Tier 1 grant and one Tier 2 grant within the same fiscal year; if both are granted, no one property can receive more than \$7,000 in one year.
  - d. No more than \$10,000 can be issued to any one property within any 36 month period.
  - e. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
2. Application requirements:
  - a. Completed application form signed by the property owner.
  - b. Photos of the structure showing the current condition.
  - c. Paint samples or fabric swatches for Tier 1 requests.
  - d. Detailed drawings and details of features including awnings, windows, doors, or other improvements.
  - e. Cost estimates from a qualified professional (e.g. Licensed contractor, mason, or professional painter or awning company). Cost estimates must be detailed in a line by line format.
3. Applications must be approved before work begins or no funds will be disbursed.
4. The Planning Staff has been granted authority to administer the Façade Grant Program process by Town Council. Town Council allocates the funding for the grant through the yearly budgeting process.
5. Renovations must be completed within four (4) months of application approval for Tier 1 grants and 18 months for Tier 2 grants. In the Planning Director or her designee's sole discretion, a one-time request for an extension of two to twelve months may be approved upon satisfactory explanation of the delay.
6. Grant is to be calculated and used for exterior facades only.
7. Grant amount shall be paid only when construction is completed and receipts are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 50% of the actual costs or the dollar limits for Tier 1 and Tier 2. In no case shall a grant be issued higher than the original approved grant amount.

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8. Renovations on historic buildings shall follow the Secretary of the Interior's Guidelines for Rehabilitation of Historic Structures and applicable regulations in the Unified Development Ordinance Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*. Non-historic structures shall conform to the applicable regulations in the Unified Development Ordinance Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*.
9. Grants may be used for the following types of renovation only:
  - a. Removal of false fronts (such as aluminum panels)
  - b. Repair or replacement of windows, doors, and cornices
  - c. Repair or replacement of façade materials
  - d. Repair or replacement of character defining architectural features
  - e. New awnings
  - f. Exterior lighting
  - g. Exterior painting
  - h. Design and construction costs
10. Eligibility Criteria:
  - a. If tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
  - b. Only existing buildings constructed more than 3 years prior to the date of application are eligible.
  - c. Applicant shall agree at the time of application to maintain the façade and may not receive a grant for the same work within any five year period.
  - d. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
  - e. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

I have read the Façade Grant Program Information:

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Applicant Signature

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Date

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Application #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

## Hard Copy Submittal Requirements: (Submit to Planning Department)

One (1) copy of Façade Grant Application                      11x 17 Architectural Plans/Drawings and Colors  
One (1) Small Town Character Exempt Site Application

## Applicant Information:

Applicant: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Owner Information:

Owner: \_\_\_\_\_ Tax ID: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Project Information:

Address: \_\_\_\_\_  
Property PIN: \_\_\_\_\_ Owner or Tenant Occupied? \_\_\_\_\_  
Amount of Street Frontage: \_\_\_\_\_ # of Floors: \_\_\_\_\_  
Current Building Use: \_\_\_\_\_  
Proposed Building Use: \_\_\_\_\_  
Major Repairs Needed? \_\_\_\_\_  
Cost of Overall Project: \_\_\_\_\_ Façade Grant Funds Requested: \_\_\_\_\_

## Renovation Information:

1. Please provide as much detail as possible about the types and extent of renovation to be completed.  
Attach separate sheet if necessary.

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2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation or landscaping. Once the work is completed, please provide the Planning Department with a copy of the receipt for all labor and supplies. Façade Grant funds will not be released without a receipt.

3. Please describe how this renovation will significantly contribute to the historic character of the Central Business District.

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## Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

_____	_____
Applicant Signature	Date
_____	_____
Owner Signature	Date
_____	_____
Staff Approval	Date

Conditions of Approval:
• Please continue working with the Building Inspections Department and obtain a Building Permit.