



CITY OF WALHALLA

Façade Grant Program

APPLICATION AND AGREEMENT

City of Walhalla
206 N. Church Street
PO Box 1099
Walhalla, South Carolina
www.cityofwalhalla.com



PLEASE CAREFULLY READ AND REVIEW
THE INFORMATION ABOUT THE
FAÇADE GRANT PROGRAM
BEFORE COMPLETING THE APPLICATION!

Thank you!

City of Walhalla

Façade Grant Program

The City of Walhalla, in its continuing effort to support the development of the Downtown Business District, has created a Façade Grant Program for all business and property owners 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.

Program Oversight and Funding

The City of Walhalla Façade Grant Program Committee is responsible for administering a “Façade Grant Program”, intended to stimulate improvements to the exterior of commercial buildings in the Downtown Business District (area identified on the attached map.) The Façade Grant Committee will consist of the five members of the Walhalla Downtown Development Corporation and the City of Walhalla Zoning Administrator.

The funding of this program is provided through the City of Walhalla and the Walhalla Downtown Development Corporation and all activities relating to the funding of facade projects will be reported to the City of Walhalla, City Council.

Grant Amount

This is a reimbursement grant of up to 50% of the total project with a maximum grant amount of \$2,000 per property per year. (Property owner will be reimbursed up to 50% of the project once it is completed.)

Example: No matter the amount of the applicant's project costs, the grant awarded will not exceed \$2,000. For example, if total project costs are \$7,000 the applicant is to match 50% (which would be \$3,500) the City will award 50% of the project cost (\$3,500) not to exceed \$2,000.

Project must begin within 45 days of grant approval and be completed within six (6) months of start date.

Eligible Properties and Applicants

1. At this time, eligibility is limited to any building or structure located within the Downtown Business District defined as South Broad Street to North Broad Street from Oak Street to John Street (see area identified on the attached map).
2. Owners or tenants may apply for the façade grants; however, a letter of consent from the property owner will be required.
3. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the Façade Grant Program. The Façade Grant Committee reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Eligible and Ineligible Improvements

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 Façade Grant 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 Façade Grant Committee.

Improvements must be consistent with recommendations set forth in City of Walhalla Downtown Master Plan for the area in which the property is located.

All work must be completed by a licensed contractor, legally operating in the City of Walhalla. The applicants should contact the City for assistance with permitting and business licensing. In some cases, self-contracted projects will be allowed. These projects will require an itemized list of materials with a labor cap of \$20.00 per hour. Contractors must supply a detailed written estimate; which must accompany the application. Reimbursement of self-contracted labor costs are subject to approval by the Façade Grant Committee.

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. Exterior painting or surface treatment
 - e. Repair/replacement of windows and doors
 - f. Installation of canvas awnings
 - g. Decorative awnings
 - h. Structural repair
 - i. Historical reconstructions and replacement of original architectural details
 - j. Window and/or door replacements or modifications
 - k. Storefront enhancements
 - l. Outdoor patios and decks
 - m. Exterior wall lighting
 - n. Decorative post lighting and architectural features

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. Illuminated Signs
 - e. Parking Lot improvements
 - o 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 is 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.”

Time Limitations

Project must begin within 45 days of grant approval and be completed within six (6) months of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the Zoning Administrator. Work must not be started by or on behalf of the applicant prior to the date of the grant award; such beginning disqualifies an applicant for grant consideration. The grant will be paid upon completion of the project, final inspection by grant committee and presentation of paid invoices to the Zoning Administrator.

Guidelines

1. Rehabilitation of structures in Walhalla should be considered with respects to the architectural integrity of the entire front, 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 Walhalla.
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.
7. Grant applicants are fully responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary city permit approvals before the project begins.

Application Deadline

Applications will be accepted starting March 1, 2017 and applications will be considered while funding is available per the amount budgeted by City Council and the Walhalla DDC. Once the applications have been received, the Façade Grant Committee will work together to review and determine whether a Façade Grant will be awarded. Completed application packages must be delivered to City Hall at 206 N. Church Street or mailed to PO Box 1099, Walhalla, SC 29691.

Application Process

Applications for the Façade Grant Program can be obtained at City Hall, 206 N. Church Street, or online at www.cityofwalhalla.com. Only completed applications that include all required documentation and information will be accepted. The Zoning Administrator will review the application for accuracy. The application will then be sent to the Façade Grant Committee who 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:
 - A minimum of two (2) color photographs of existing building façade
 - Photos, plans, or sketches of proposed improvements (assistance available if needed)
 - 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 Walhalla's Zoning Administrator.
3. The Façade Grant Committee reviews and approves or disapproves the application. The Façade Grant 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 Zoning Administrator, who is authorized to sign on behalf of the City of Walhalla.
5. **ANY CHANGES TO THE APPROVED DESIGN MUST BE SUBMITTED TO THE ZONING ADMINISTRATOR.**
6. Upon project completion, copies of all of the applicant's dated statements or invoices must be submitted to the Zoning Administrator.
7. The Zoning Administrator and/or a qualified representative will inspect the completed work, and a check will be issued for 50% of the actual project cost, or up to \$2,000 maximum, provided the work is in accordance with the Agreement.

Grant Policy

The Façade Grant Committee 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 *City of Walhalla Façade Grant 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.

More Information

If you need more information or have questions about the Façade Grant Program, please contact the Walhalla Zoning Administrator:

- by phone at (864).638.4343
- by fax at (864).638.4357
- by email at Walhalla@cityofwalhallasc.com
- by mail at City of Walhalla, PO Box 1099, Walhalla SC 29691
 - or in person at City Hall, 206 N. Church Street

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Financial Information

Estimated Project Cost: \$ _____
(Attach an itemized budget.)

Grant money applied for: \$ _____
(Maximum 50% of total cost - maximum \$2,000)

Application Check List

- _____ Application must be complete
- _____ Budget summary/Cost estimate attached
- _____ Letter of consent from property owner (if leasing)
- _____ Architectural sketch of proposed project (if necessary) (Assistance available, if needed)
- _____ A minimum of two (2) color photographs of building with existing conditions
- _____ Paint and awning samples (if applicable)
- _____ City permits applied for (if applicable)

I agree to comply with the guidelines and standards of the City of Walhalla 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's Signature _____ Date _____

Submit application to:

City of Walhalla
PO Box 1099
206 N. Church Street
Walhalla SC 29691

For additional information, contact:

James Ashton
Zoning Administrator
864-638-4343
cityofwalhalla@bellsouth.net

Grant Committee Use:

Date Received: _____ Date Reviewed: _____

Application: _____ Granted _____ Denied

Comments _____

City of Walhalla

Façade Grant Agreement

THIS AGREEMENT is entered into this _____ day of _____, _____, by and between the CITY OF WALHALLA (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) for façade improvements at _____, Walhalla, 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 Walhalla 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 WALHALLA

By: _____

WITNESSES FOR THE GRANTEE

GRANTEE

By: _____

WITNESSES FOR OWNER

OWNER (if other than Grantee)

By: _____

