



City of Walhalla Downtown Business District Sign Grant Program

The City of Walhalla has launched a new economic development program aimed at helping local business and property owners within the Downtown Business District enhance the economic vitality of the City, by assisting businesses in refreshing their signage and encouraging visually appealing signs throughout the District. Under this program, businesses may be eligible for grant funding to put towards the purchase and installation of a commercial sign. Participating businesses and property owners can receive a grant for half (50%) of the total project cost, not to exceed \$800 (total project cost \$1,600).

Grant Amount

This is a reimbursement grant of up to *50%* of the total project with a maximum grant amount of \$800 per property per twelve-month period. ***No matter the amount of the applicant's project costs, the grant awarded will not exceed \$800. Project must begin within 30 days of grant approval and be completed within 3 months of start date.*** Awards are dependent upon the availability of funds.

Eligible Properties and Applicants

1. At this time, eligibility is limited to any business owner or property owner located within the Downtown Business District defined by the overlay.
2. Owners or tenants may apply for the grant; however, a letter of consent from the property owner will be required, if the tenant is applying for the grant
3. Only businesses whose existing use is permitted by the City's current codes and regulations are eligible for funding.
4. Applicants must be current on all taxes/fees. Applicants who are delinquent on the payment of fines, fees or taxes to any government agency will be deemed ineligible.

Eligible and Ineligible Signage

Eligible expenditures include the purchase and installation of a new sign for a business in operation less than twelve (12) months and replacement signs for existing businesses.

Signs must be permanent. Awning signs, hanging signs and window/transom signs will be considered, but permanent façade signage will be given priority.

Signage must meet with standards set forth in the Downtown Design Guidelines and the Sign Ordinance (Chapter 330 of the Walhalla Code of Ordinances). All work must be completed by a licensed contractor, operating with a valid City of Walhalla business license and after obtaining a valid sign permit.

The following are *ineligible*:

Temporary signage and sandwich boards;

Mural signs or other painted signs;

Banners or fluttering devices;

Billboards;

Moving/rotating signs; and

Reader boards (anything that flashes or adds flare onto public ways or adjacent properties).

Process

1. Completed applications and supporting documentation may be submitted at City Hall, 206 N Church St, or through email cmyers@cityofwalhalla.com. Incomplete applications will not be considered.
2. The Downtown Design Corporation Board (DDC) will review and approve or deny the application. The DDC reserves the right to deny an application based on the merit of the proposal or to recommend alternatives. A notification letter will be sent to the applicant stating whether the project has been approved or rejected. If the application is rejected, it may be resubmitted with modifications.
3. The Sign Grant Agreement must be signed prior to beginning work.
4. Any changes to the approved design must be submitted in writing to the Community Development Manager.
5. Upon project completion, copies of all of the applicant's dated statements or invoices must be submitted to the Community Development Manager with proof of payment to the vendor, such as a paid invoice or cancelled check.
6. The Community Development Manager and/or a qualified City representative will inspect the completed work, and a check will be issued for the amount of the approved grant, provided the work is in accordance with the Agreement.

More Information

If you need more information or have questions, please contact us:

City of Walhalla
206 N Church Street | PO Box 1099
Walhalla SC 29691
(864)-723-4141 | cmyers@cityofwalhalla.com



City of Walhalla Sign Grant Application

Applicant Information

Name: _____ Address: _____

Phone: _____ Email: _____

Check One: Own Rent

Business Information

Business Name: _____ Address: _____

Type of Business: _____ Check One: New Existing

Property Owner Information *(If different from applicant)*

Name: _____ Address: _____

Phone: _____ Email: _____

Owner's Signature, consenting to the grant application: _____

Proposed Project

Signage Description, including location, wording, colors, materials:

Does proposed signage meet the standards listed in Signage Ordinance and Downtown Design Guidelines? Yes No

Estimate Cost of Purchase and Installation: _____

(Please attached quote/itemized budget and conceptual rendering.)

Grant Funding Request: _____

(Maximum 50% of total cost, or \$800, whichever is lower.)

Application Checklist

- ___ Application must be complete
- ___ Quote/Itemized budget attached
- ___ Letter of consent from property owner, if leasing, or owner's signature
- ___ Color conceptual rendering of proposed signage, including location
- ___ A minimum of two (2) color photographs of building with existing conditions
- ___ Approved sign permits and any other required permit
- ___ IRS Form W9 for the entity/individual receiving the grant

I agree to comply with the guidelines and standards of the City of Walhalla Sign 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:

Celia Myers, AICP
Community Development Manager
864-723-4141
cmyers@cityofwalhalla.com

For Office Use Only:

Application Date: _____

Date Review: _____

Decision Rendered: _____

Amount of Funding Approved: _____

Sign Grant Agreement

By signing this document, you, as the grantee, agree to the following terms:

1. If you start the project before you have received a notice of approval from the Zoning Administrator you will then be deemed ineligible.
2. You have 45 days after approval to begin work.
3. You have 6 months from the date of the approval to complete signage installation.
4. After work is completed and inspected by the Zoning Administrator you have 2 weeks to produce paid receipts.

If you fail to abide by these terms, you will forfeit any funds originally agreed upon by the Grant program committee. A copy of this agreement will be provided to you with the notice to proceed.

Grantee Signature

Date

City Representative

Title

Date