

DAHLONEGA 2000, INC.
DOWNTOWN PRESERVATION INCENTIVE PROGRAM
"ECONOMIC DEVELOPMENT THROUGH PRESERVATION OF HISTORIC ASSETS"

**DOWNTOWN HISTORIC PROPERTY FAÇADE GRANT
APPLICATION PACKAGE**

*THANK YOU FOR YOUR INTEREST IN THE PRESERVATION OF DOWNTOWN
DAHLONEGA'S COMMERCIAL DISTRICT ARCHITECTURE AND HISTORY!*

The Façade Grant Program is intended to stimulate investment in the preservation of Dahlonega's historic commercial district. Downtown Dahlonega is the historic core of the region and serves as the seat of business, government and service for the community. With historic architecture ranging from the 1830s to the 1960s, downtown is the heart of the county, and its pedestrian focus and historic buildings invite both resident and visitor. Each downtown building has an individual character, and each building is respected for its unique features, historic appearance, significance, current condition, and impact on the district.

FAÇADE GRANT AMOUNTS

Maximum grant awards are \$3,000 and must be matched by the property owner. For example, an owner's \$6,000 façade project could be eligible for a grant award of up to \$3,000, while an owner's \$3,000 façade project could be eligible for a grant award of up to \$1,500. Amounts may be subject to current budget funds available for the program. This program is sponsored by Dahlonega 2000, Inc. in cooperation with the Main Street Program and Downtown Development Authority.

FAÇADE GRANT PROGRAM GUIDELINES

- Façade Grants are available for exterior restorations/repairs of permanent structures.
- The amount of the grant will be determined by the design committee based on the funds available and the number of requests under consideration.
- The façade grant program operates in Downtown Dahlonega, specifically within the locally designated downtown development area (zoning categories B3 and CBD).
- Eligible applicants are downtown commercial property owners, as well as business owners (with the owner's permission). Government buildings and national franchises are not eligible.
- Grant awards should not exceed \$3000 in a five year period per location.
- Project improvements funded with façade grants are to remain in place and maintained in good order for a minimum of five years; any graffiti or vandalism should be promptly repaired. If improvements are removed or not maintained during the minimum five year period, Dahlonega 2000, Inc. may at its discretion seek reimbursement for the full amount of the façade grant funds that were paid to the participant.
- All property taxes, licenses, and permits must be current at all times during the minimum five year maintenance period.
- Grant applicants are fully responsible for all aspects of the project, any relationships with contractors and suppliers, and securing all necessary municipal permit approvals **before beginning construction** (including Certificate of Appropriateness from the Historic Preservation Commission).

- Projects should result in repairs and restorations which are: appropriate for the particular building, contribute to the success of its current business, and repair a building's façade to positively contribute to the appearance and vitality of Downtown.
- Qualified Projects:
 1. preserve the architectural integrity of the structure and, if possible, restore the original façade;
 2. match the preservation guidelines outlined in the U.S. Secretary of the Interior's Standards;
 3. meet all local governmental rules, regulations and laws, including Dahlongega's Historic Preservation Ordinance and Design Guidelines;
 4. use only the gentlest methods available for exterior surface cleaning (e.g. **no sandblasting!**),
 5. consider unique qualities of the individual building within the context of the Downtown Dahlongega Historic District
- Qualified projects may include: façade repairs and restorations, restoration of architectural features, structural stabilization of facades, masonry cleaning (only by gentlest means possible – **no sandblasting**), exterior repainting (painting of bare unpainted brick is strongly discouraged), exterior walls/materials, awnings and canopies.
- Ineligible projects include, but are not limited to: signs, gutters and downspouts, roofs, interior improvements of any type, security systems, general maintenance other than painting, personal property/equipment, window/door treatments, yard improvements (vegetation, pavement, etc.).

HOW TO APPLY FOR A FAÇADE GRANT

- Contact: Joel Cordle, Dahlongega 2000/DDA/Main Street Director, 706-864-6133 for an application package assistance
- Complete the application forms along with copies of any required permits and the Historic Preservation Certificate of Appropriateness (**allow time for permitting and COA processes**)
- Deadlines: Completed applications will be accepted monthly and must be postmarked or delivered by the first day of each month.

HOW APPLICATIONS ARE REVIEWED AND SELECTED

- Applications are reviewed in the order received. Reviews are routinely held on the second Thursday of each month.
- Only completed application packages are reviewed; incomplete applications will be returned.
- The design committee will review the application package for completeness, determine eligibility, and provide Dahlongega 2000, Inc. with priority recommendations based on a standardized point grading system. The Dahlongega 2000, Inc. board reviews applications for each cycle, and grant award notices are mailed to the applicants.

PROJECT START AND COMPLETION

- Once approved, the project must be completed according to the design submitted with the COA, the building permit, and the façade grant application, including materials, colors, awnings, etc.
- The project must begin within 60 days of the award notice. **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 from grant consideration.**

- The project must be completed within 6 months of the grant award notice. Projects that fail to be completed during the 6 month time frame may reapply for funding; however, funding is not guaranteed.

PAYMENT OF GRANT AWARDS

Payment of grant awards will be made as **reimbursements** for project expenses. All expenses must be documented. In order to receive reimbursement for the expenses the property owner who has received a façade grant must provide Dahlonaga 2000, Inc. with the following:

- a. documentation that the project has been completed, including final contractor invoices and cancelled checks along with a final total of expenses.
- b. a copy of the building permit and a copy of the building inspector's final report;
- c. a site visit to confirm that the project was completed and that all work was done in compliance with approved plans;
- d. the owner's written commitment to maintain project improvements for a minimum of 5 years.

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Dahlonge 2000, Inc.

Façade Grant Application

DESIGNATED PROPERTY

Name: _____

Address: _____

OWNER

Name: _____ Phone: _____

Address: _____

PERSON FILING APPLICATION, IF OTHER THAN OWNER

Name: _____ Phone: _____

Address: _____

BUILDING DATA

Date of Construction _____

ORIGINAL USE

- Office
- Commercial/Retail
- Industrial
- Institutional
- Residential

CURRENT USE

- Office
- Commercial/Retail
- Industrial
- Institutional
- Residential
- Vacant

TYPE OF WORK

- Exterior Restoration
- Exterior Alteration
- New Construction
- Other (briefly describe _____)

Proposed Starting Date

Proposed Date of Completion

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DOCUMENTS REQUIRED WITH YOUR APPLICATION (attach to this application form):

- _____ a copy of the building permit (if required by city)
- _____ a photograph of existing conditions
- _____ a breakdown of project costs along with estimates from a licensed contractor
- _____ a Certificate of Appropriateness from the Historic Preservation Commission (if required by city)
- _____ a copy of construction plan drawings or engineering drawings (for wiring and sprinkler projects)

This grant application form must be completed in full, including the documents listed above, before it can be submitted for consideration.

Proposed Project:

Describe clearly and in detail all work to be done. Use additional pages if necessary. Attach a copy of approved construction plans for sprinkler or wiring installations.

I, (applicant name) _____ agree that the above constitutes the construction proposed at this time and that any changes or additions will require additional information. My signature also certifies that I have read, understand, and agree to all of the grant program guidelines, regulations, and deadlines. I hereby submit the attached estimate for the proposed project and understand that this application is pending review by Dahlonge 2000, Inc. Work will not begin until I have received written grant approval from Dahlonge 2000, Inc. I further understand that the project must be completed within 6 months and that grant monies will not be paid until the project is complete.

Applicant's Signature _____ Date _____

STAFF USE ONLY

Date received by Dahlonge 2000, Inc.: _____

Date reviewed by Dahlonge 2000, Inc.: _____

Application: _____ Granted _____ Denied _____ Date: _____

Comments _____

Dahlonge 2000, Inc. Chairman's Signature _____

NAME OF THE FAÇADE PROJECT: _____

CHECKLIST FOR PAYMENT OF GRANT AWARD

Payment of grant awards will be made as reimbursements for project expenses. All expenses must be documented. In order to receive reimbursement for the expenses the property owner who has received a façade grant must provide Dahlonga 2000, Inc. with the following:

- a. _____ documentation that the project has been completed, including final contractor invoices and cancelled checks along with a final total of expenses;
- b. _____ a copy of the building permit and a copy of the building inspector's final report;
- c. _____ a site visit to confirm that the project was completed and that all work was done in compliance with approved plans;
- d. _____ the owner's written commitment to maintain project improvements for a minimum of 5 years.

By my signature below, I certify my commitment to maintaining the project improvements funded by this façade grant for a minimum of 5 years.

I submit this statement and the attached documentation for reimbursement on this date _____

Owner's Signature: _____

Signature of Dahlonga 2000, Inc. Representative: _____

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