

City of York



Façade Improvement Grant Program

City of York Facade Improvement Grant Program (FIGP)

Purpose

The City of York Façade Improvement Grant Program provides financial assistance to commercial property owners and business owners in the Local Historic District that qualify for facade improvements. The purpose of the FIGP is to support the revitalization of the Local Historic District by stimulating private investment in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

The Local Historic District is defined by the City's Official Zoning Map that can be viewed at www.yorksc.gov.

Funding

The program provides for a one-time reimbursement. The amount allocated annually by the City Council to this program is limited and will vary year to year. Applications will be funded throughout the year as long as funds are available.

The City will provide a grant of 100% of the project costs up to the maximum grant award. No matter the amount of the applicant's project costs, the maximum grant awarded will not exceed \$2,000 for Fiscal Year 2022-2023.

Eligibility

Eligible Applicants:

Eligible applicants include owners of commercial properties and owners/managers of businesses within the City of York's Local Historic District. Business owners/managers who are requesting funding to make improvements to a building they are leasing must submit an "Owner Consent Form" with the completed application. The City reserves the right to deny funding to applicants who are delinquent on payment of fees, fines, taxes, or licenses (city and county). The applicant must have a business license with the City of York.

Eligible Buildings and Areas:

Eligible buildings are existing commercial buildings that are located in the City of York's Local Historic District. New construction will not be considered for this program. A building does not have to be currently occupied in order to be eligible for funding under this program.

Eligible Improvements/Activities:

In general, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as specified below. Façade program funding is to be used for permanent exterior visual improvements to the buildings and all improvements must remain with the property. Projects involving a previously-funded project will only be considered for another grant once the initial

project is completed. Owners of multiple buildings may receive assistance for more than one building provided that funding is available.

Each year, the City will evaluate and determine eligible projects for the grant program. For Fiscal Year 2022-2023, awnings and canopies are the only eligible projects for the grant program. All work must be completed by a properly-licensed contractor, legally operating in the City of York. The applicants should contact the City for assistance with permitting and business licensing. City staff will determine if any improvements will need to be approved by the Board of Architectural Review prior to approval.

Ineligible Improvements/Activities:

Ineligible expenditures include those related to interior improvements, ordinary repair and maintenance, improvements required as a result of code violations, or other expenditures deemed ineligible. Funding cannot be used for improvements that can be removed if the business or owner leaves the property.

Application Process

The applicant must submit a Local Historic District certificate of appropriateness (COA) application for review by the City's Board of Architectural Review (BAR). The completed COA application must be accompanied with information prescribed by the City of York Historical District Construction Design Standards (HDCDS) and a completed FGIP application as well as all information required by the FGIP application checklist.

Application Review Process

COA and FGIP applications are available at City Hall and on the website at www.yorksc.gov. Only completed applications that include all required documentation and supplemental information will be accepted and processed as follows:

1. Owner/tenant completes the application and attaches the information noted above.
2. Owner/tenant submits the application at City Hall to the City Planning Department.
3. City Staff will review application to make sure all guidelines have been met and will return incomplete applications or applications that have not met guidelines.
4. Staff will process the COA application in accordance with HDCDS requirements (which may entail staff and/or Board of Architectural Review (BAR) review).
5. Once approved by City staff and/or the BAR, the application will be placed on a City Council agenda for final approval.
6. If the City Council approves the application, then the applicant and the City sign the Façade Improvement Agreement. The applicant must sign the agreement prior to beginning work. Parties in the agreement will be the applicant, the building owner (if other than the applicant) and the City.
7. Any proposed changes to the design after approval must be submitted and approved by the City.

8. All work must be completed within 120 days of grant award. Grant monies will be given once the work has been completed and inspected by City staff and the paid invoices have been submitted to the City of York.

Distribution of Funds

Requirements:

The City provides funding on a reimbursement basis following completion of the project. Applicants who have been awarded funding must document all project expenses and provide the City with proof of payment (cancelled checks, invoices, receipts, etc.) for all eligible improvements within 30 days of completion.

Distribution timeline:

All work must be completed within 120 days of the award. Once construction is complete, the City will visit the project to ensure that it complies with the approved plans. After both verifying the applicant's proof of payment and completion of site visit, the City will issue a check for the project cost, up to the approved amount, provide the work is in accordance with the agreement.

Grant Policy

Grant recipients will agree to place a FIGP 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.

If all grant funds are spent during a fiscal year, City Council can decide to place remaining applicants on a waiting list for the next fiscal year.

Contact Information:

For more information, please contact either:

David Breakfield
Planning Director
dbreakfield@yorksc.gov
803-684-2341

Amanda Blackston
Zoning Administrator
ablackston@yorksc.gov
803-684-2341



Façade Improvement Grant Program Application Form

1. Applicant Name: _____
2. Contact Name: _____
3. Name of Tenant: _____
4. Name of Business: _____
5. Telephone Number: _____ Fax Number: _____
6. Email Address: _____
7. Project Address: _____
8. Mailing Address: _____
9. Does the applicant own the project building? _____ Yes _____ No
10. Will you be using the services of an architect, engineer, or contractor? ___Yes___ No
11. If yes, list your architect, engineer, or contractor of preference with name and
contact number of business: _____
12. Estimated Total Project Cost: _____ (*attach itemized budget*)
13. Proposed Start Date: _____
14. Proposed Completion Date: _____
15. What is the existing use of the building? _____
16. Will this project proposal cause a change in the buildings use? _____ Yes _____ No
17. If so, please explain. _____

Continue to next page...

18. Attach the following information:

- ☐ Proof of Building Ownership
- ☐ Completed Certificate of Appropriateness application for Local Historic District
- ☐ Owner Consent Form - required if the applicant is not the owner of the building
- ☐ Real Estate Taxes – receipt or proof showing that all county taxes are paid
- ☐ Narrative Project Description – A typed or written statement of what the façade project will involve. Provide as much detail as possible, including what you are changing or placing, type of new materials to be used, color, location on façade, etc.
- ☐ Photographs of existing façade – submit several photos on the building in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make.
- ☐ Drawings of proposed façade improvements – conceptual plans showing colors, sizes, and materials of proposed changes.
- ☐ Detailed Cost Estimated – Estimate should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work).
- ☐ W9 Form

19. Please initial acceptance of the following:

_____ I/We read and understand the Façade Grant Improvement Program policy and agree, to the fullest extent feasible, to abide by said policy.

_____ I/We understand we will be responsible for assuring all state, county and city permits and licenses.

_____ I/We understand that all property taxes and mortgage and rental payments must be current.

_____ I/We understand that, barring the occurrence of unforeseen circumstances beyond the control of me/us as applicant, I/We will be obligated to satisfactorily complete the façade improvements.

Applicant Signature

I understand that my submission of an application does not constitute a guarantee for funding under the Façade Improvement Program. I certify that all information is true and accurate to the best of my knowledge, and if approved, work will be completed in accordance with the terms and conditions of the Façade Improvement Program policy and guidelines.

By signing below, the Applicant acknowledges that he/she has received and read the program policy and guidelines for the Façade Improvement Grant program. Also, the applicant acknowledges that he/she is duly authorized to act on behalf of the company and that the company is licensed to conduct business in the state of South Carolina and the City of York.

Applicant/Owner Signature

Date

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION OR DO NOT PROVIDE COMPLETE APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM.

Owner Consent Form

If the applicant does not own the property, this form must be completed by the property owner and submitted with the application. Please print or type requested information and submit to York City Hall.

The undersigned owner of the existing building located at:

_____ (address) hereby grants permission to _____ (applicant) to act on behalf of the owner for this funding request and has the authority to deal with the property and Façade Improvement funding request in all aspects. I understand that I will be required to jointly (with the applicant) enter into a Façade Improvement Agreement with the City of York.

I further grant permission to _____ (applicant) and his/her contractors to implement the improvements listed on the application approved by City Council. The undersigned also agrees to work with the applicant to adhere to the façade improvement program requirements, which include maintaining the improvement authorized by the Façade Improvement Program for a period of at least four years from the date of the City's reimbursement.

I certify that I have received a copy of the Façade Improvement Grant project Policy and Guidelines from the applicant and that I am fully aware of what is being proposed. The undersigned agrees and understands it will be the applicant's/primary contact's responsibility to inform all other interested parties of any correspondence and the status of the Façade Improvement Program funding.

The undersigned hereby waives any claim against the City of York arising out of the use of said reimbursement for the purposed set forth in the Façade Grant Improvement Application. The undersigned agrees to hold the City harmless for any charges, damages, claims or liens arising out of the Applicants participation in the Facade Improvement Program.

Owner Signature: _____

Owner Name: _____

Title: _____

City of York
Façade Grant Improvement Program Agreement

This agreement, entered into this ____ day of _____, 20____
between the City of York, South Carolina (hereinafter referred to as "CITY") and the
following designated OWNER/LESSEE:

Owner's Name: _____
Lessee's Name: _____
Name of Business: _____
Tax ID#/Social Security #: _____
Address of Property to be improved: _____

WHEREAS, the City of York has established a Façade Grant Improvement
Program for projects located within the Local Historic District; and

WHEREAS, pursuant to the Façade Grant Improvement Program, the CITY has
agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for
the cost of eligible exterior improvements to commercial establishments up to a
maximum of 100% of the approved contract cost of such improvements and no more
than \$2,000; and

WHEREAS, the OWNER/LESSEE's property is located within the Local Historic
District, and the OWNER/LESSEE desires to participate in the Façade Grant
Improvement Program pursuant to the terms and provisions of this Agreement; and

NOW THEREFORE, in consideration of the mutual covenants and agreements
obtained herein, the CITY and the OWNER/LESSEE do hereby agree as follows:

Section 1. With respect to the façade improvements, the CITY shall reimburse
the OWNER/LESSEE for the costs of improvements to the OWNER/LESSEE's property
at the rate of one hundred percent (100%) of such costs not to exceed \$2,000 for
façade improvements. The improvement costs that are eligible for CITY reimbursement
include all labor, materials, equipment, and other contract items necessary for the
proper execution of the work as shown on the plans, design drawing, specifications, and
estimates approved by the CITY and attached hereto as EXHIBIT A.

Section 2. No improvement work shall be undertaken until its design has been
submitted to and approved by the CITY and until OWNER/LESSEE has obtained all
permits required pursuant to the applicable building and zoning codes. Following
approval, the OWNER/LESSEE shall contract for the work and shall commence and
complete all such work within one hundred twenty days (120) from the date of this
agreement. The OWNER/LESSEE may request a ninety day (90) extension provided
there is a demonstrated hardship.

Section 3. Upon completion of the improvements and upon their final inspection and approved by the CITY, the OWNER/LESSEE shall submit to the CITY showing the full cost of the work. In addition, the OWNER/LESSEE shall submit to the CITY proof of payment of the contract cost pursuant to the contractor's statement. The CITY shall issue a check to the ONWER/LESSEE as reimbursement for one hundred percent (100%) of actual construction cost, whichever is less, subject to the limitations set forth in Section 1 hereof, upon receipt of proof of payment.

Section 4. The OWNER/LESSEE shall place a sign acknowledging the CITY's reimbursement for the façade improvements. The OWNER/LESSEE shall place the sign at the construction site during the time improvements are being made. After completion of the improvements, the ONWER/LESSEE shall place the sign in their storefront window for 180 days after completion of the improvements. The sign must be posted prior to the CITY issuing its reimbursement.

Section 9. Nothing herein is intended to limit, restrict, or prohibit the ONWER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the façade improvement provided for in this Agreement.

IN WITNESS THEREOF, the parties hereto have executed the Agreement on the date first appearing above.

OWNER/LESSEE:

BY: _____

By: _____

Name: _____

Name: _____

City of York:

By: _____

Attest:

Name: _____

By: _____

Municipal Clerk

Title: _____