



Downtown Waxhaw
Façade Improvement Program Application Form
(All work MUST comply with the *Waxhaw, NC Historic Landmark Guidelines*.)

Please print clearly in blue or black ink.

Date: _____

Property Physical Address _____ Waxhaw, NC 28173

Applicant Name _____

Relationship of Applicant to Property Owner _____

Property Owner Name _____

Business Name (if applicable) _____

Mailing Address _____

Phone Number _____

Fax Number _____

Email Address _____

Estimated Completion Date of Work _____

Provide a brief description of the proposed work below.

Improvement Information: On attached sheet(s) describe the proposed improvement project **specific to the individual facade**: provide samples, “before” photographs, pictures or a sketch of “after”, show size, proposed color(s), method of cleaning brick storefronts, materials, location on property/building, and manner of installation, etc. This information must be in accordance with the Downtown Waxhaw Façade Improvement Program Process and Guidelines attached.

QUOTES

Name of First Contractor Quoted Price* (for this façade)

Name of Second Contractor Quoted Price* (for this façade)

***If you are applying for more than 1 façade (side) of your building different itemized quotes must be submitted for each façade.**

SIGNATURES

Property Owner _____ Date _____

Applicant _____ Date _____

WHPC Staff Liaison _____ Date _____

Town Manager _____ Date _____

FOR WHPC USE ONLY:

Approved as Submitted Approved with Modifications or Conditions (modifications/conditions attached) Rejected Withdrawn

FOR STAFF USE ONLY:

Payment Information: Approved for Reimbursement Rejected for Reimbursement (see reverse)

Approved Award (Amount to Not Exceed): _____ \$

Actual Documented Cost of Façade Improvement: _____ \$

All documentation must be attached for reimbursement. No reimbursement can be given without documentation.

Town of Waxhaw Reimbursement: _____ \$
(50% of Actual Documented Cost)

Downtown Waxhaw Façade Improvement Program

Eligibility Criteria

Who is Eligible?

Any non-residential structure within the boundary (*see attached map*) approved by the Waxhaw Board of Commissioners (BOC) is eligible for funding from the Town for façade improvements. Residential structures built within the historic period of significance (1888-1941) within the boundary are also eligible for funding. If you are unsure about the location of your property, please contact the Development Services Department at 704-843-2195. Additional rules to consider are:

- Only one application may be submitted for each façade per fiscal year. Either the property owner or the tenant of a building may submit an application, or an owner and tenant may apply jointly.
 - The WHPC may judge a property eligible for an additional grant the same year if a new business moves in and requires changes to the property.
- If a building has multiple units, each tenant with a separate entrance may apply. Where a single tenant occupies multiple units, the tenant is eligible for one application per façade.
- A tenant applicant must obtain the property owner's written consent for façade renovation and must submit that permission with the application.

Criteria

- All façade design proposals **MUST**:
 - Meet the applicable zoning and code requirements of Waxhaw;
 - Comply with these Façade Improvement Program grant guidelines;
 - Receive Façade Improvement Program application approval and, where appropriate, be issued a Certificate of Appropriateness from the Waxhaw Historic Preservation Commission (WHPC) or a Conditional Use Permit (*Section 21.6.4.C*) from the Board of Commissioners for modification to the exterior of buildings located in the MS zoning district **PRIOR** to beginning work; and
 - Adhere to the *Waxhaw, North Carolina Historic Landmark Guidelines*.
- Only exterior façade renovations are eligible.
- A property does not have to be occupied at the time a Façade Improvement Program application is submitted.
- Priority consideration will be given to proposals that make highly visible and significant design contributions and which contribute to the program's goal of preserving the architectural and historic character of downtown Waxhaw.
- A building may receive one grant for each façade, and tenant shopfronts may receive one grant per shopfront. However, no more than one grant per façade or shopfront shall be awarded within one fiscal year.

Process Overview

- **Pre-submittal Meeting** – Meet with staff liaison to review process and requirements of grant application.
- **Grant Application Submittal** – Submit application to staff liaison for review.
- **Staff Review** – Staff reviews application for completeness and adherence to Town standards (completed application must be received a minimum of two weeks prior to WHPC regular meeting)
- **WHPC Review of Application** – The Waxhaw Historic Preservation Commission (WHPC) reviews application and make recommendation to Board of Commissioners to approve, approve with modifications, or deny application.

- **BOC Review of Application**– Board of Commissioners review application and make decision to approve, approve with modifications, or deny application.
- **Work Begins** – Following approval of the application, work may begin on grant project. Work must be completed, as described, within 2 months of approval. A written request may be made to staff to extend deadline up to two additional months.
- **Extension of Deadline or Modification of Grant** - Any additional time beyond four months or modification to type or scope of work must be reviewed by BOC.

Façade Improvement Program Process

In 2010, the Board of Commissioners (BOC) began setting aside money to aid properties in downtown Waxhaw. Downtown Waxhaw is an asset to the Town and the region, and it is well documented that a vibrant downtown can bring economic benefits to the larger community.

The motivation behind the Façade Improvement Program is to assist property owners with projects that will increase the vitality of Downtown Waxhaw through reinvestment through historically appropriate rehabilitation. The hope is this program will spur interest and investment in our downtown so that it will continue to play an integral role in our community.

The following are the steps of the application process:

1. Property owner/tenant reviews the Façade Improvement Grant package and meets with the staff liaison to discuss proposed work.
2. Property owner/tenant contacts two contractors for itemized cost estimates of the proposed work on each individual façade for which the applicant is applying for grant assistance.
3. Property owner/tenant submits Façade Grant application to staff liaison for initial staff review. *A Certificate of Appropriateness will be required for locally designated landmarks seeking façade grant funds from the Town of Waxhaw. A Conditional Use Permit will be required for modification to the façade of any building located in the Main Street (MS) zoning district.*
4. Staff liaison reviews application for completeness. Staff liaison will notify the applicant if there is any missing information. The applicant must submit a completed application to the staff liaison a minimum of two weeks prior to the Historic Preservation Commission regular meeting. Once the submitted application is complete, Development Services staff will review the request for conformance with the Unified Development Ordinance (UDO), Waxhaw Historic Landmark Guidelines, and NC Building Code compliance, and inspect and photograph the façade.
5. WHPC reviews Façade Grant application (and Certificate of Appropriateness application simultaneously, where applicable) at a WHPC meeting. The WHPC will request any further information if needed. If no further information is required, the WHPC may make a recommendation to the BOC to approve, approve with suggested modifications, or deny the request.
6. Following the WHPC recommendation, the application will be added to an upcoming Board of Commissioner agenda for review. The BOC may request additional information, approve, approve with modifications, or deny the application.
7. If approved, the project may begin after the award letter is issued.
8. The project must be completed within two months of approval, with a staff-approved two month extension following a written request to extend the deadline, or no later than four months with BOC approval.
9. Any additional extension beyond four months must be applied to the BOC for decision and any modification to the proposed work must be approved by the BOC.
10. The following must be submitted no later than close-of-business on the day of the deadline: paid invoices, cancelled checks, or other acceptable forms of proof of

payment, as well as a completed inspection conducted by Town staff to ensure conformance with the approved grant and applicable Town standards.

11. Grant award payment from the Town of Waxhaw will be issued following staff review of all documents provided.

Façade Improvement Program Guidelines

What is a Façade?

A façade is defined as one side (exterior) of a building regardless of the number of stories. Each storefront of a building can be considered a façade. The rear or side of any building may also be considered a façade. However, priority will be given to applications that are requesting money for the front façade.

Purpose of Façade Improvement Program

Waxhaw's Façade Improvement Program is an incentive-based measure intended to encourage and provide economic inducement for the:

- Renovation of residential, commercial, industrial and institutional buildings within the approved boundary;
- Implementation of appropriate design standards for the rehabilitation of historic properties (see the *Waxhaw, North Carolina Historic Landmark Guidelines* at www.waxhaw.com); and
- Preservation of the unique architectural character of downtown Waxhaw.

Examples of Improvements

Improvements may include, but are not limited to the following:

- Removal of false fronts, metal canopies and additions that detract from a building's architectural or historical character. In the MS zoning district, photographic evidence must be provided to verify that the rehabilitation will replicate a previous version of the same building wall/façade if previous building wall is not located behind false front. (If photographic evidence is not obtained and previous building has been removed, applicant must first obtain a Conditional Use Permit for approval of rehabilitation);
- Safe cleaning of brick storefronts – chemical stripping, scraping and water wash. Power washing is not recommended. Sand blasting is prohibited;
- Exterior painting/repainting;
- Historic reconstruction – storefront, door, or window repair or replacement, masonry repointing, etc.;
- Approved awning installation;
- Structural repairs – except roofs, foundation, or other repairs not directly related to the façade of the building; and
- Approved sign and/or exterior lighting installation. Simple sign changes are eligible but by themselves are given low priority.

Materials

- The Façade Improvement Grant Program is to encourage preservation, rehabilitation and restoration of historic structures, so materials used shall be those that are the same or the most comparable material available to existing materials.
- In the case of a historically appropriate rehabilitation materials shall be the same as those used on the original building.
- Substitute materials should only be considered if the original material is no longer available and after all other options for repair and replacement have been ruled out.

Appropriateness

The Waxhaw Building Inspector will inspect the existing façade for the following considerations:

- Is the proposed work necessary and/or appropriate?
- Does the quote match the repairs?
- Are proposed materials appropriate?

Quotes

Two quotes must be provided with each Façade Improvement Grant application. These must include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting, show proposed color.
- Identify method that will be used if cleaning brick storefronts or washing wood siding.
- Provide a before-and-after sketch if façade is proposed to change.
- If applying for more than one façade, separate quotes shall be provided for each façade.

Funding

Façade Grants will be up to a 50% matching grant of the cost of rehabilitation. A minimum \$250 must be spent. Each year the Town has limited funds set aside for reimbursements for façade improvements. Consult with staff liaison and/or Town Manager to determine availability.

- The final award amount is based on documentation of actual costs.
- Façade Grants are paid only when the approved project is completed in accordance with the approved plans and specifications submitted with the application and the appropriate tax documents have been submitted to the Town. The staff liaison will inspect and sign-off on completed work prior to issuance of grant award.
- Reimbursement checks will be made by the Town once sign-off of completed work and documentation of payment of said work is provided.

Approval

Applications, with accompanying “before” photographs/proposed plans/sketches/specifications/color choices/property owner approval signature and copies of two cost estimates covering labor and material must be submitted to the staff liaison.

- The Waxhaw Historic Preservation Commission will review the Façade Improvement Program applications for recommendation to the Board of Commissioners approval for properties within the approved boundary.
- The Board of Commissioners will make the final determination on all façade improvement program applications.
- It is recommended that the applicant seek the assistance of the staff liaison and other applicable Town staff to supplement and assist with the Waxhaw Historic Preservation Commission review process.
- Each applicant will receive a letter notifying him/her of approval (or denial) of application and notifying him/her of any permit requirements. All application fees associated with a Façade Improvement Program issued by the Town of Waxhaw will be waived, however, **the applicant must still obtain any required permits.**

Post Approval

All approved work must be completed within four (4) months of application approval (with a written request and approval by staff for a two month extension).

- If more time is needed, the applicant must provide a written statement requesting extension for review and approval before the four (4) month deadline. The applicant shall not exceed four months for completion of the project, unless the applicant appears before the BOC to request an extension and can prove a hardship in writing.
- After the applicant receives their approval letter and prior to grant money being disbursed, a W-9 form must be filled out and submitted to the Waxhaw Tax Collector. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.
- Upon completion and sign-off of work, copies of the approved application along with documentation of paid statement, canceled checks, receipts, etc. must be submitted to the staff liaison in order to claim grant payment.

Denied Applications

Applicants whose grant applications are denied by the Waxhaw Historic Preservation Commission are encouraged to reapply the next grant cycle. The Waxhaw Historic Preservation Commission, or their designee, will provide a written statement as to why the grant application was denied.

Annual Review

In order to ensure the façade improvement program is a success, the Waxhaw Board of Commissioners is committed to reviewing the program on an annual basis prior to budget discussions for the new fiscal year. During this review, the Waxhaw Board of Commissioners may choose to increase funding, change the boundary, or expand the number/type of eligible properties.

I have read and understand the Downtown Waxhaw Façade Improvement Program Application and Grant Guidelines.

Applicant Signature

Date