



**Downtown Development Authority
City of Stone Mountain, Georgia
875 Main Street
Stone Mountain, GA 30083**

2019 DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM GUIDELINES AND APPLICATION

Administered by the City of Stone Mountain Downtown Development Authority

Program Guidelines

- Façade Grants are available for exterior restorations/repairs of permanent buildings on a first come, first serve basis.
- The amount of the grant will be determined by the Board of Directors based on the funds available and the number of requests under consideration.
- The façade grant program operates in the City of Stone Mountain's commercial district, specifically within the locally designated downtown development area. Priority, however, will be given to businesses within the historic downtown commercial section (see attached map).
- Eligible applicants are downtown commercial property owners and business owners. Property owners must co-sign applications by business owners.
- Grant awards should not exceed \$2,500 in a two-year period per location. Funding must be matched dollar for dollar with total dollars being reimbursed not to exceed the grant amount.
- 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, the DDA may at its discretion seek reimbursement for the full amount of the façade grant funds that were paid to the participant.
- All local taxes, licenses, and permits must be current during the minimum five-year maintenance period.
- Applicants are fully responsible for all aspects of the project and relationships with contractors and suppliers. Applicants must secure all necessary municipal permits before beginning construction, including Certificate of Appropriateness from the Historic Preservation Commission, if needed.
- Applicants must complete the work within six months of being approved and all grants must be closed out and reimbursements made within twelve months of the award notice. The DDA Façade Improvement Program will not consider applications on projects where the work has already been started.



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Project Eligibility

Eligible projects should *visibly improve the unique historic character of the storefront or back entryway* or *allow the non-conforming storefront to better fit within the historic area*. These funds are available for exterior improvements only and may be applied to a front, side or rear façade, provided the façade faces a public street or parking lot. All work must align with the Secretary of the Interior's Standards for Rehabilitation (see attached).

ELIGIBLE PROJECT EXAMPLES

- Appropriate signage
- Awnings
- Exterior painting
- Window, door, and storefront or back entry feature restorations and changes
- Landscaping

NOT ELIGIBLE PROJECT EXAMPLES

- General maintenance other than painting
- Roofs
- Personal property & equipment
- Window replacement
- Vinyl Siding
- Window tinting
- Lighting
- Interior window coverings and other interior renovations
- Security systems
- Nonpermanent fixtures
- Billboards
- Equipment Rental
- Fees and Permits

HOW DO I SUBMIT MY APPLICATION?

First schedule a conversation with Theresa Hamby (thamby@newsouthassoc.com, (770-498-4155)) to talk about your project and determine if a Certificate of Appropriateness is needed.

The application form can be found on page 5 of this document.

Applications and accompanying documents should be hand delivered to City Hall or submitted by mail to: DDA, City of Stone Mountain, 875 Main Street, Stone Mountain, GA 30083.



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HOW WILL MY APPLICATION BE EVALUATED?

Applications submitted for the grant will be evaluated for approval based on the following points:

- The extent of the overall proposed project and if the work advances the goals of improving the building's appearance
- Whether or not applicant is using local businesses for the design work
- The impact of the project on downtown streetscape
- The original condition of the building and the need for the proposed change
- The extent to which the original building features and/or significant modifications are preserved
- The removal of historically inappropriate alterations
- The prominence of the building
- The quality of the proposed work
- Frequency of grants requested; so that funds may be available to assist as many properties as possible

HOW WILL I FIND OUT IF I HAVE BEEN APPROVED?

The Design Committee will review the application then make a recommendation to the DDA Board of Directors to approve. You will receive in writing a formal acceptance letter stating the amount that you have been awarded by the Grant Program or you will receive a letter stating the grounds on which your application was denied.

ONCE I HAVE BEEN APPROVED HOW DO I GET MY MONEY?

You have one year from your date of approval of your grant to complete the work. If work is not completed in one year the grant will become void. Once work is complete a member of the Board and the Downtown Development Director must conduct a final inspection before grant funds are paid. The following must be submitted:

- Grant Project Expense Report for the work approved for the grant detailing the name, date paid, amount paid, and description of the work performed for all vendors and contractors
- Receipts and invoices with evidence of payment for the Grant Project Expense Report.
- Report by the Downtown Development Director to the DDA
- Before and after photographs of completed work.

We thank you for your interest in our City!



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THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard 3: Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



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FAÇADE GRANT APPLICATION

Please read the Façade Grant Guidelines before completing the application. Please type or print all entries.

Applicant Information

Business Name	:
Contact Name	:
Business Address	:
City, ST, ZIP	:
Telephone	:
Email	:

Property Owner Information (if different from Applicant).

Property Tax Parcel ID for project location:	
Property Owner	:
Mailing Address	:
City, ST, ZIP	:
Telephone	:
Email	:

Project Description. Check box and attach Historic Preservation Commission approval if needed.

Print Project Description. Check box <input type="checkbox"/> if Project description or other plans, drawing, photos are attached.

Estimated Cost of Project (attach detailed budget) : \$ _____

Amount of Façade Grant Requested (See Guidelines) : \$ _____

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true.

Signature of Applicant

Signature of Owner (if different from applicant)

Print Name of Applicant

Print Name of Owner (if different from applicant)