



## Building Improvement Grants

Building Improvement Grants assist business and property owners by providing incentives for exterior improvements and life & safety interior improvements. Owners and tenants of any non-residential building located within the special tax district are eligible to apply, with the building owner's written permission. To find out if your property is located in the tax district, please contact Downtown Sanford, Inc. (DSI) at 919-777-1400.

Downtown Sanford, Inc. (DSI) has a total of \$25,000 available for building grant assistance for the fiscal year – July 1, 2015 through June 30, 2016. Grants must be matched with private dollars at least on a 1:1 basis, with the maximum grant eligible for each applicant \$5000. Applications will be due on Friday, Oct. 31st. Awarded applicants will have six (6) months to complete their project. If they have not shown substantial progress in six (6) months, grants will be de-obligated to those unfinished projects and DSI will review new applications. It will be the discretion of the Streetscape/Beautification Division of DSI to determine if the project is eligible based upon the criteria below as well as the amount awarded. Award limits apply to the combination of all projects for a specific building or business in any fiscal year. The property and business owner may apply no more than once per year for any single property or business.

Projects that will be looked most favorably upon will be those that are highly visible, those that promote historic preservation, those that help create new jobs as a result of renovation/expansion, those that help bring a building up to code, and those that encourage revitalization in blighted areas of downtown.

### Examples of Improvements Eligible for Funding (Soft costs not included):

1. Removal of aluminum covered facades and mansard roof attachments.
2. Improvements — such as repair or improvement to foundations, electrical, plumbing, etc. — needed to bring building up to code, as required by the City of Sanford.
3. Installation of a security system
4. Infill design and construction.
5. Paint removal from brick surfaces by chemical and water wash methods only.
6. Exterior window replacement, additions or repairs when alterations exceed the normal expectation for building maintenance or results in a significant improvement in appearance.
7. Canvas awnings.
8. Restoration of historic painted wall signs.
9. Landscaping that adds or improves green space.
10. Upgrading parking areas with new pavement.
11. Removal, consolidation or burial of phone or power lines from building to a power pole.
12. Projects aligned to incentives approved by Downtown Sanford Inc.

### Guidelines

1. Applicant meets with DSI executive director to review renovation plans.
2. Applicant completes application, providing design plans, sketches, color scheme and/or photos as needed.
3. A project may require a building permit; therefore, the applicant must meet with a City Building Inspector to make sure the proposed project is in compliance with the Building Code and that the proper building permits have been attained if needed.
4. If project is within the Downtown Sanford local historic district, the applicant must meet with the City Historic Preservation Planner to make sure the proposed project is in compliance with Downtown Historic District guidelines and that a Certificate of Appropriateness has been attained if needed.
5. After submitting an application, the DSI Streetscape/Beautification Division reviews the application and holds a meeting.
6. Dependent upon the scope of the project as determined by the Executive Director, the applicant and/or representative of the applicant may be required to be present at that meeting. The Division will then mail a decision letter at a later date. DSI reserves the

right to withhold approval of grant application if color, design, sign design, or other façade component is not deemed appropriate to the historic and architectural integrity of the structure and/or the Downtown as a whole.

7. The DSI Executive Director will notify the applicant of the DSI Streetscape/Beautification Division’s decision. Applicant may begin work after notice of approval by the Executive Director. The applicant pays the invoice in its entirety. The grant will be made on a reimbursement basis only.

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9. Upon completion of work, copies of applicant’s canceled checks and contractor’s paid statements must be sent to the DSI office.

10. DSI executive director will inspect the work and determine the project’s completion. If complete, the grant is funded.

**For More Information** - Contact Downtown Sanford Inc., Phone: 919-777-1400 or e-mail: [downtown@sanfordnc.net](mailto:downtown@sanfordnc.net)

## Building Improvements Grant Application

Address:	Building Name (if any):
Date of Application:	Business Telephone:
Applicant Name:	Tax ID or SSN:
Name of Property Owner (if different from applicant):	
Describe in detail what the plans are for improving the building. Please provide illustrations, photos and other presentation materials which illustrate your construction plans. Submit additional pages in needed.	
Current Building Use:	Proposed Building Use (if different):
Total Estimated Cost of the Project (2 Bids and estimate documentation required): Bid 1 _____ Bid 2 _____	
By signing this application, I HEREBY CERTIFY that I have read the building improvements grants outline and I fully understand the agreement to adhere to all of the guidelines for the Downtown Sanford Building Improvement Grants program. I understand that projects are approved based on merit, and not financial need. I agree to pull appropriate permits and to attend appropriate meetings with city officials before commencing work. I understand that all work performed must be in compliance with state and local building codes including the 2006 NC Rehab Code, and must commence within six months of grant approval. I understand the building improvements grants must be used in the manner described in this application and the application must be reviewed and approved by the DSI Streetscape/Beautification Division prior to commencement of work. Failure to comply with the approved application may result in the forfeiture of grant funds.	
Signature of Applicant:	Date:
Signature of Owner (if different from applicant):	Date:
City Historic Planner’s signature:	Date:
City Building Inspector’s signature	Date:
Approved by DSI executive director’s signature:	Date: