

**City of Raleigh**  
**Façade Rehabilitation Grant Program Application**

**TO:** Facade Rehabilitation Grant  
Department of City Planning  
Raleigh Urban Design Center  
One Exchange Plaza, Suite 100  
Raleigh, NC 27601  
919-996-4635

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| <i>Staff Use Only</i><br>Application #: _____<br>Date Received: _____<br>Date Approved: _____<br>Expiration Date: _____<br>Staff Comments:<br><br><br><br><br><br><br><br><br><br> |
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The City of Raleigh sponsors the Façade Rehabilitation Grant Program to provide assistance to property owners and businesses in designated areas interested in the rehabilitation of their exterior building facades. The grants are awarded on a 50/50 matching basis with a maximum participation by the City of Raleigh of \$10,000 within the University Village District boundary and \$5,000 within the Targeted Economic Development Area. Grants are awarded on a first come, first serve basis.

**THE APPLICATION MUST BE APPROVED PRIOR TO COMMENCING ACTUAL CONSTRUCTION WORK.**

All applications must have the building owner's approval. City payment to the program participant will occur only after rehabilitation work is completed in accordance with approved plans and specifications.

PROPERTY ADDRESS: \_\_\_\_\_  
APPLICANT COMPANY NAME: \_\_\_\_\_  
APPLICANT CONTACT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_  
APPLICANT EMAIL \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
APPLICANT TAX ID. NO: \_\_\_\_\_  
PROPERTY OWNER NAME: \_\_\_\_\_  
PROPERTY TAX ID NO: \_\_\_\_\_  
PROPERTY OWNER CONTACT: \_\_\_\_\_  
PROPERTY OWNER EMAIL \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**REQUIRED SUPPORTING INFORMATION: Use the checklist below to be sure your application is complete.**

- HISTORIC DISTRICT or RALEIGH LANDMARK designation District Name: \_\_\_\_\_  
Include copy of Raleigh Historic Development Commission Certificate of Approval (COA) with application if applicable.
- Written description; describe clearly and in detail the nature of your project. Include exact scope of project and detail materials to be used. (provide samples if appropriate).
- Art/mural requirement for (3) references/relevant work samples for proposed artist.
- If needed, proof of obtained signage and encroachment permits, for the applicable façade improvements. Include copy of permits with application.
- Itemized cost estimates for façade or art/mural elements. (Include either the form attached or one from architect/contractor)

Please indicate attachment(s) included to satisfy application requirements.

- Plan drawings include plan from front property line to 5-10 feet into building to delineate entry layout.
- Elevation drawings showing the new façade(s).
- Vertical section through the ground level of the façade to communicate design details.
- Illustration with improvements indicated on image.
- For Art/mural applicants: Conceptual colored renderings of proposal.
- Other: \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_ REQUESTED GRANT: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

**Applicant has included plans and specifications that sufficiently describe the proposed work are attached. By requesting a Façade Rehabilitation Grant, I understand and agree with the following conditions:**

1. The commitment of grant money for a proposed project expires twelve months from approval date as noted on application. For reasonable project delays, the expiration date may be extended by the City upon written request by the applicant.
2. All renovation work must completely follow plans and renderings as approved by the Raleigh Urban Design Center of the Department of City Planning.
3. All applicable signage/encroachment permits and certificate of approvals must be acquired, and documentation submitted before the grant application will be accepted into the program.
4. All renovations shall comply with the North Carolina Rehabilitation Code and local ordinances and design standards, including, but not limited to, the Urban Design Handbook, Downtown Urban Design Guidelines, and applicable District Streetscape Plan and Historic Overlay District guidelines.
5. Acceptance into the program can be revoked if the applicant has started construction on the project before being accepted into the grant program.
6. All applicants must agree the terms of the maintenance agreement contract which require that the façade improvements must be maintained for a specified time, or a penalty will be applied to the applicant/owner and require the remaining grant money to be refunded to the City of Raleigh. Sample contract is included and must be turned in at the completion of the project.
7. Eligible activities include repairs to any façade in a designated grant area which fronts on or is visible from the public street. These activities include approved expenditures for: repair/replacement of windows, cleaning of façade, waterproofing, painting/removal of paint, repair/replacement of façade materials, installation of appropriate signage, removal of insensitively place modern conveniences or "false fronts." Ineligible activities include: sandblasting brick walls, blocking up window openings, removal of historic details, construction of mansard roofs, painting of inappropriate surfaces, construction of "false fronts," installation of inappropriate signage.
8. Applicants that propose art or mural creation on the property have approved expenditures for these activities: artist fees, labor costs and equipment rental, construction and material costs, exterior painting and lighting costs.
9. Applicant shall spend an amount on façade rehabilitation at least equal to the amount of public grant funds expended. The incentive grant check shall be awarded only after the work has been completed and a final inspection has been made by the city project manager to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications. **Proof of costs and payment, in the form of paid invoices, will be required.**
10. Applicants with art or murals will be required to go to the Raleigh Art and Design Board during the application process and receive approval for proposed design. Art/murals cannot be interpreted as signage for any businesses as determined by the Unified Development Ordinance.

|                             |                            |       |
|-----------------------------|----------------------------|-------|
| _____                       | _____                      | _____ |
| Property Owner (Print Name) | Property Owner (Signature) | Date  |
| _____                       | _____                      | _____ |
| Applicant (Print Name)      | Applicant (Signature)      | Date  |

**This is to certify that the proposed project described above meets the requirements necessary for application for a Façade Rehabilitation Grant.**

|                             |       |
|-----------------------------|-------|
| _____                       | _____ |
| Department of City Planning | Date  |

**This is to certify that the project described above is complete and meets the requirements of the Façade Rehabilitation Grant Program.**

|                             |       |
|-----------------------------|-------|
| _____                       | _____ |
| Department of City Planning | Date  |



