



CITY OF COLLEGE PARK FAÇADE GRANT PROGRAM

PROGRAM GUIDELINES

ELIGIBILITY REQUIREMENTS

- All work is limited to any commercial tenant or commercial property owner in the Main Street District and Virginia Avenue within the City limits of College Park.
- All work must be done on a street facing side of an existing building.
- All work must be done on the exterior of the building and result in publicly visible improvement. Work on the rear or roof of a building is not eligible for a façade grant. Only building front elevations (FACADES) are eligible.
- Routine maintenance procedures (painting, siding, etc.) will be eligible for a façade grant, and will only be considered if it is a component of a larger project. Eligible improvements include, but are not limited to façade windows, awnings/entrance canopies, masonry and trim.
- Only work begun after approval by the Façade Grant Program's Façade Review Committee will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- All work must comply with the Façade Grant Program's Design Guidelines or be approved by the Façade Grant Program's Façade Review Committee. As well, all applications are subject to review by Site Plan Review Committee as required by City Code.
- All work done must be in accordance with the City of College Park Code and all required permits must be obtained. Work must include the correction of any exterior building code violations.
- The following types of properties **are not eligible**:
 - Tax delinquent property
 - Property in litigation
 - Property in condemnation or receivership
 - Property owned by religious groups
 - Exclusively residential buildings
 - Merchants must have permission of owner

CITY OF COLLEGE PARK
ECONOMIC DEVELOPMENT OFFICE
P.O. Box 87137
College Park, GA 30337
404.669.3764
www.collegeparkga.com

APPLICATION REVIEW

- Staff will determine if the application package that is submitted is sufficiently complete to review and draft a recommendation to Façade Grant Review Committee.
- Complete applications will be reviewed by the Façade Grant Review Committee to determine whether the project should receive a grant and determine the amount of the award. In making the determination, the Façade Grant Review Committee will consider the following factors and may give priority to projects that meet the following criteria:
 - Is the project in a historic district or is it an individually eligible historic building?
 - Will the project positively contribute to a City assisted redevelopment effort?
 - Will the project remove blight?
 - Does the project comply with the Façade Grant Program's Design Guidelines?
- Incomplete applications will be returned and will not be considered until they are complete. Applications are due: January 1, April 1 and June 1 annually.

AWARD REIMBURSEMENT

- Awards are for eligible improvements not to exceed \$5,000. Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed \$5000. Larger buildings with more than one storefront and/or more than one side visible (on a corner) may be considered for larger grants on a case-by-case basis by the Façade Grant Review Committee. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement.
- The Façade Grant Program reserves the right to refuse payment in whole or part for work or expenditures that:
 - Do not conform to the program or design guidelines.
 - Do not conform to the proposal(s) submitted with your application and authorized by the Façade Grant Review Committee
 - Are not commensurate with the workmanship and costs customary in the industry.
 - Are not completed within one hundred twenty (120) days.
- Staff will inspect work to ensure that it complies with the approved plans. Any changes to the approved plan will require a written request from the applicant and approval by the Façade Grant Review Committee in order to retain the façade grant.
- Reimbursement can be expected approximately two (2) weeks after all the following documentation has been submitted and approval given by Mayor and Council:
 - Copies of all paid invoices and cancelled checks for all of the façade work covered by the grant. All project expenditures must be paid by check. The invoices must be marked paid, signed, and dated by the contractors.
 - Copies of the signed contracts with the contractors that are chosen to do the work.
 - Copies of lien waivers from all general contractors, subcontractors and major material suppliers.
 - Photographs before and after the completion of the project.



Mayor Jack P. Longino
Councilman Ambrose Clay, Ward I
Councilman Joe Carn, Ward II
Councilman Tracey Wyatt, Ward III
Councilman Charles E. Phillips, Sr., Esq., Ward IV

MAIN STREET DISTRICT & VIRGINIA AVENUE
FAÇADE GRANT PROGRAM REVIEW COMMITTEE
c/o Main Street Office
3724 Main Street (Train Depot)
College Park, GA 30337
Ph: 404.305.2053 Email: erocker@collegeparkga.com



City of College Park Façade Grant Program

Contact: The Main Street Office
3667 Main Street
College Park, GA 30337
PH: 404.305.2053

APPLICATION

Please review carefully and be sure to include all required documents before submitting application.

APPLICANT INFORMATION

Name: _____
Referred by: _____
Phone: _____
Email: _____
Building Owner: _____

FOR OFFICE USE ONLY

Name: _____
Application Date: _____
Approved Date: _____
Tax ID Number: _____
Approved Amount: _____

PROPERTY OWNER INFORMATION

Name: _____	Years owned: _____
Address: _____	Phone: _____
City: _____ State: _____ Zip: _____	Years in business: _____
Owner's Signature – improvements approved: _____	

BUSINESS AND/OR PROJECT INFORMATION

Name: _____	
Address: _____	
City: _____ State: _____ Zip: _____	Years in business: _____
Type of business: _____	Upper Floor Use: _____

PROPOSED IMPROVEMENTS

Storefront Improvements: _____	
Upper Façade Improvements: _____	
Other Improvements: _____	
Estimate Cost of Façade Improvements: _____	Estimated Cost of all Improvements: _____

APPLICATION CHECK LIST

<input type="checkbox"/> Completed application form	<input type="checkbox"/> Samples of material & colors to be used
<input type="checkbox"/> Photographs of existing conditions	<input type="checkbox"/> Manufacturer's literature and specs for work
<input type="checkbox"/> Accurate scaled drawings of the proposed improvements	<input type="checkbox"/> Any other documentation necessary to illustrate the visual impact of the project

I have read the City of College Park Façade Grant Program and Design Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property.

APPLICANT'S SIGNATURE: _____

DATE: _____

APPLICATIONS

- Application packages must include enough documentation to illustrate the visual impact of the project and its cost. The items submitted should include:
 - A completed application form
 - Photographs of the existing conditions
 - Accurate scaled drawings of the proposed improvements
 - Samples of materials and colors to be used.
 - Manufacturer's literature and specifications for windows, doors, etc.
 - Any other documentation necessary to illustrate the visual impact of the proposed projects.
- At least three (3) competitive proposals from licensed and bonded contractors. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. Any contractor that has submitted a competitive, detailed estimate may be used.
- Owners and merchants may also perform work on their own buildings; however, they will not be reimbursed for their time while acting as contractor and/or installing material. Material cost and the labor of employees are reimbursable; however, documentation must be produced for the number of hours worked on the project by the employees, the rate of pay of the employees and the social security numbers of the employees.
- Any contractors that are working on the project must meet with Development Department staff prior to the start of the project.
- The documentation submitted with the application will not be returned to the applicant.



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