

Mount Airy Façade Improvement Program

Program Guidelines

A. Façade Program (FP) Goal

To help local businesses located in the Mount Airy Sustainable Community Designated Area to preserve and rehabilitate the exteriors of their commercial properties, to preserve the economic viability of needed commercial service, and to improve the appearance of the Mount Airy Sustainable Community Designated Area

The Façade Program (FP) will make funds available for eligible commercial property owners to improve the appearance and soundness of their building facades. It will offer an incentive dollar amount of up to 50% of the total cost of façade rehabilitation in return for the owners' 50% or greater investment in façade improvements. This is a reimbursement program.

B. Summary of Process

1. Contact the Program Administrator, Melissa Thorn at 301-829-1424, mthorn@mountairymd.org, or drop by Town Hall with your name and interest in the program.
2. Complete the Application and gather Attachments for the program:
 1. Façade Application Form
 2. Proof of ownership or written permission from the owner of the property
 3. Pictures of the building before project commences
 4. Picture or drawing of proposed final project
 5. Specifications or brochures of type of materials to be used
 6. Two detailed project estimates
3. Submit the completed form and attachments to Attn: Façade Program, P.O. Box 50, 110 South Main Street, Mount Airy, MD 21771
4. A Committee will review the project, forward it to the Mt. Airy Planning Commission as necessary, and send it to the Maryland Department of Housing and Community Development (DHCD) for approval.
5. If your grant has been approved, you will receive a Notice to Proceed from the Town. This entire review process may take about two months, please do not begin your project prior to Notice to Proceed as this will disqualify you from the program.

6. During construction, notify the Program Administrator of any change orders. Change orders must be approved but will not be eligible for reimbursement from the grant program.
7. After project completion, submit to the Program Administrator all bills, proof of payment, and at least two photographs of the completed project.

C. Method

Grant funding is provided through the Community Legacy Program of the Maryland Department of Housing and Community Development (DHCD). Award and Reimbursement Payment will be made to the applicant after all work is complete and proofs of expenditures are provided to the Program Administrator.

D. Eligible Applicants

Owners of existing businesses, either business properties or business tenants (with landowner approval) located in the Sustainable Community Designated Area are eligible to apply for FP grants. One grant is allowed per business per year. View the map included at the end of the Guidelines. If you are unsure if you are in the program area, please contact Town Hall at 301-829-1424.

E. Eligible Activities

Façade Rehabilitation - eligible activities generally include:

- labor, materials, fixtures, and other contract items necessary for the proper execution and completion of façade rehabilitation.
- the repair or alteration of exterior facades to make possible the recovery or preservation of the significant features of the structure.
- improving the appearance of the building through exterior painting, door and window replacements, installation of siding and trim treatments including awnings, and signage improvements.

F. Ineligible Activities

New Construction - creation of a new structure or facility where none exist as present, or the total replacement of an existing structure with a new one, or a substantial addition to an existing building is not eligible.

Property Acquisition - acquiring title to a structure of a property, is not eligible.

Business Assistance - funding for the business salary, overhead, similar costs of doing business is not eligible.

Interior Remodeling - interior construction, rebuilding, new installations, or the purchase of interior furnishings, equipment is not eligible, except, for storefront windows.

Legal, Insurance, and Permit Expenses - legal fees, and personal properties premiums, licensing and permitting fees (for building permits, etc.) related to grants for eligible activities are not eligible.

Architectural and Engineering Services - providing the design, architectural renderings, and site plans, listing work items, estimated cost of construction, and related professional services for the projects is an applicant's responsibility and are not for matching funds. Where there are not structural changes an architect is not necessary.

Residential Properties - structures devoted solely for single family detached residential use are not eligible.

Rear Facades - rear facades of buildings are not eligible in this program unless visible to the general public.

I. General Administration

The Town of Mount Airy through Melissa Thorn will administer the program under the regulations of the Mayor and Town Manager. The Committee will review and recommend approval by the Maryland Department of Housing and Community Development (DHCD). The DHCD makes all final approvals and determines the amount of reimbursement to the applicant.

APPLICATION AND REVIEW PROCEDURE

J. Committee Review Procedure

1. The suitability determination will be based on building condition and location, building use (operating business or vacant), work proposed (improvements or maintenance repairs), historical significance, and the other factors considered important by the Committee members. Projects will be reviewed for conformance with the "Design Guidelines: Rehabilitation of Historic Properties in Town of Mount Airy, Maryland and Chapter 11: Rehabilitating Historic Storefronts from Preservation Briefs from the National Park Service.
2. Façade design and cost estimates will be reviewed by the Committee for

conformance with its design guidelines and funding properties. The amount of funding available for each project will be determined by the significance of the project to overall revitalization.

3. The application shall be approved, approved with conditions, or disapproved by the Committee. The applicant will be notified in writing of the Committee's decision. The Committee will review and approve applications on a timely basis.
4. Two (2) copies of a Letter of Award shall be forwarded to the applicant. The letter shall include the amount of the grant and the conditions associated with it as well as the expiration date. The applicant shall return one (1) signed copy of the letter, which will represent acceptance of its terms.

K. Permitting and Code Requirements

The contractors must secure building permit (if required) and will be expected to complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. The applicant must notify the Committee of the contractor selected, the contractor amount, and the anticipated dates of the start and completion of the rehabilitation.

L. Change of Order

The Committee must be notified in writing of all change orders and the change orders must be approved by the Committee. Approval of change orders does not alter the original agreed amount of the grant.

M. Project Completion

Following completion of the project, and following the satisfaction of all Federal or State and any FP Program requirements, the applicant will provide the Program Administrator with documentation of expenditures for the project, and proof these expenditures are paid in full. Following the verification of these expenditures, the Administrator will recommend payment by the State and the Town will issue a check for the agreed amount to the awardee.

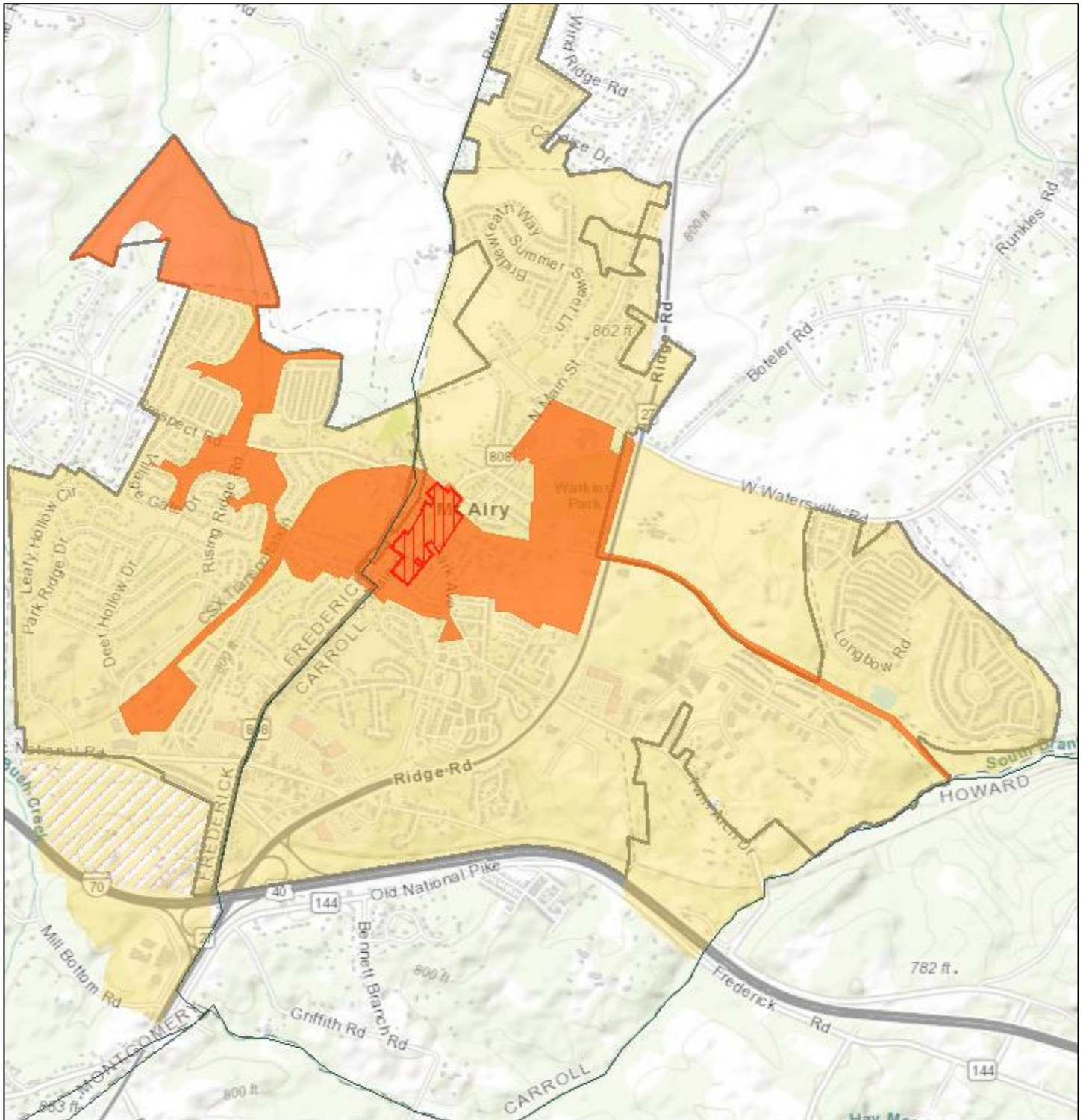
N. Maintenance of Improvements


As part of the grant closing, the applicant shall agree in writing for a period of five years following the date of completion of the façade restoration project, to maintain all improvements made per the approved plans in their finished state. The Committee must approve any alteration to the façade. The Committee will monitor activities during that period of time.


Enclosures:

1. Sustainable Community Designated Area Map
2. Property Restoration Questions
3. Criteria for Consideration of Grant
4. Façade Program Application Form

Sustainable Community Designated Area Map



 County Boundary Main Street Areas

 Sustainable Communities

MD iMAP, MDP, SDAT Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, © OpenStreet Map contributors, and the GIS User Community Maryland Department of Housing & Community Development MD DHCD GIS

Property Restoration Questions

1. Does the project contribute to the general revitalization of the Mount Airy Sustainable Community Designated Area?
2. How is the project of public benefit?
3. Is the project's design and proposed use in harmony with the character a development pattern of adjacent and nearby businesses?
4. Does your project's design conform, in so far as possible, to the following design standards?
 - a. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project.
 - b. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary the new material should match the material being replaced in design, color, texture, and other visual qualities.
 - c. Contemporary design or alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural and cultural materials, and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Mount Airy Façade Committee
Criteria for Consideration of Grant

Is the building a suitable candidate for a grant?

- Is project in harmony with adjacent properties?
- Is building located in approved area?
- Is there historical significance?
- What is the projects relation to revitalization plan?
- Is there public benefit in the project?

Does the proposed design conform?

- Is the character of the building preserved?
- Is there removal of historical distinctive architectural features?
- Are deteriorated architectural features being repaired or replaced?
 - If replaced – does it match the materials being replaced in:
design
color
texture
other visual qualities

Is this a new building design?

- Is it contemporary?
 - If so, does it destroy historical, architectural or cultural qualities?
 - Is it compatible with size, scale, color, material and character of adjacent buildings?

Town of Mount Airy
P.O. Box 50
Mount Airy, MD 21771
Phone (301)829-1424 Fax (301)829-1259
mthorn@mountairymd.org

Façade Program Application Form

Date: _____

Applicant: _____ **Owner:** **Tenant:**

Social Security Number or Employer Identification Number (EIN):

Business Address: _____

Business Phone: _____ **Business Fax:** _____

Name and Address of Owner of Building (if other than Applicant):

Please list all current occupants of the building:

Tenants or Establishment **Address** **Operator's Name**

A. _____

B. _____

C. _____

D. _____

