



City of Grafton Façade Improvement Program

Investing in the Future of Grafton

Grafton’s Façade Improvement Program was designed as an effort to improve and enhance the overall look and experience of downtown Grafton. The program is intended to assist property owners and/or tenants within the Grafton Historic District in beautifying and rehabilitating property fronts for the purposes of attracting both customers and prospective business owners and serving as a tool for revitalization of the downtown area. Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a 50/50 funds match, up to \$2,000.00, for eligible projects and revitalization efforts of Grafton. Design and program components may be amended periodically to accommodate new or modified City policies and procedures.



PROGRAM ELIGIBILITY

Property owners, who own properties within the City of Grafton, or their tenants, are eligible to apply for the program.

ELIGIBLE PROJECTS

All projects accepted for the program must reflect “true to age” improvements. All improvements must be in compliance with current City of Grafton Codes including but not limited to: building codes, property maintenance codes, historical codes and any applicable zoning codes. Only exterior, street-facing improvements are eligible to receive match funding. Eligible improvements include, but are not limited to:

City of Grafton
1 West Main Street
Grafton, WV

304-265-1412
Fax: 304-265-0119
www.graftonwv.org

- Awnings appropriate for the façade improvement and architecture;
- Exterior painting consistent with other downtown buildings and accepted as recognized historical coloring;
- Non-illuminating signs that are compatible with other buildings on the block.
- Exterior masonry repair.
- Murals;



City of Grafton – Façade Improvement Grant Program



- Repair to exterior facades that face the street or corners in which on side faces the street or is easily visible from Main Street.
- Sign removal, replacement, or repair that follows or is compatible with other buildings on the block/street.
- Repair or replacement to cornices, windows, decorative detail, doors, awnings, or window display lighting;
- Exterior lighting structures and hardware on the street-facing side of the building;
- Structural landscaping features;
- Addition or modification to entryways that allow for greater access for people with disabilities;
- Reconstruction of features that were part of the original structure and can be documented;
- Removal of historically inappropriate elements or features.

INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Façade Improvement Program. Ineligible improvements include:

- Interior improvements;
- Roofing;
- Paving;
- Structural improvements;
- Security measures;
- Loading docks;
- Parking entrances;
- Removal of structurally important features.
- Engineering design or services

APPLICATION PROCESS

Each applicant will be eligible to apply for up to \$2,000 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the eligible and ineligible projects.
2. Complete and submit the Certificate of Appropriateness Application and Addendum – Façade Improvement Program form.

City of Grafton – Façade Improvement Grant Program



3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.
4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

If the application and request is approved, the following will be required:

5. Apply for and obtain all necessary permits.
6. Submit receipts/invoice to the City once the project is complete.

CONDITIONS OF APPROVAL

Proposals, estimates, sketches/photographs, and project descriptions will be reviewed by a board appointed by Grafton City Council and a determination will be made as to acceptance into the program. In addition to previously listed requirements, all properties must be paid to date on all municipal taxes and fees. Each property will be eligible for one grant per twelve (12) month period. Grants may be limited based on availability.

APPROVAL PROCEDURES

Upon receipt of application and required materials for consideration, each application will be reviewed and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, the Facade Grant Board will make a decision based on compliance of the project with City of Grafton Building Maintenance Codes and any Ordinances of the City of Grafton, and character of the project as compared with existing properties in the surrounding area.

If approved for grant funding, the City Manager will contact the applicant, a Grant Approval Agreement will be signed by the property owner, and the applicant may begin his/her matching portion of the project. If the application is denied, the applicant will receive notification and an explanation for the denial. The City may also provide recommendations for modifications that could be made in order for the project to receive consideration for approval at a later date.

City of Grafton – Façade Improvement Grant Program



PROJECT MANAGEMENT

All property owners or tenants accepted into the Façade Improvement Program will be fully responsible for managing construction of projects, including, but not limited to obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies.

The City of Grafton encourages employment and business opportunities for local residents and businesses. Participants shall seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

Property owners or tenants may not discriminate on the basis of race, gender, religion, national origin, ethnicity, ancestry, origin, sexual orientation, marital status, creed, age, or disability in the solicitation of contractors, subcontractors, workers and suppliers.

The City makes no guarantees on quality and soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured. In addition, any contractor or subcontractor must have a valid business license issued by the City of Grafton. The property or tenant is responsible for ensuring that all contractors and subcontractors meet these requirements.

PAYMENT OF MATCHING FUNDS

Construction may begin only after the application has been approved by the City of Grafton, an agreement has been signed, all required permits have been obtained, and formal approval to begin the project has been given to the applicant in writing. Any work completed prior to formal written approval will not be eligible for funding.

Grants will be issued after the property owner's portion of the project has been completed and the City has received receipts detailing the completed work. Upon completion, City staff must be contacted for a site inspection. If the project meets all standards, the City shall provide funding for no more than 50% of the total cost of the project, not to exceed \$2,000.00.

City of Grafton – Façade Improvement Grant Program



Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted.

APPLYING AS A TENANT

Tenants applying for the Façade Improvement Program shall have the property owner's permission to make any improvements. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

ADDITIONAL INFORMATION

The City recommends that any property owner or tenants interested in applying for acceptance into the Façade Improvement Program contact the City Manager prior to submitting an application. Applications and questions about the program must be submitted to the City Manager. Applications may be obtained at City Hall and at www.graftonwv.org.

City of Grafton – Façade Improvement Grant Program

FIG Application No. _____

1. APPLICANT'S NAME _____

Address: _____

Telephone Number () _____ Cell () _____

Email Address: _____

Relationship to Owner: ___ Lessee ___ Contractor ___ Architect ___ Consultant ___ Other

(explain) _____

2. CURRENT PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number () _____ Cell () _____

Email Address: _____

3. Physical Address: _____

Tax Map # and Parcel(s): _____

4. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

5. TYPE OF WORK:

A. _____ Exterior alteration or repairs.

B. _____ New Construction: 1) _____ Primary Structure; 2) _____ Garage;

3) _____ New Addition: 4) _____ Other;

C. _____ Demolition: 1) _____ Whole Structure: 2) _____ Part of Structure

City of Grafton – Façade Improvement Grant Program

6. EXTERIOR ALTERATION OR REPAIR

A. Check all that apply for which approval of the proposed activity is requested.

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> New Construction
<input type="checkbox"/> Material changes, (wood, brick, metal, etc.)	<input type="checkbox"/> Windows – replacement, removal, elimination or new opening	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Signs
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Solar Panels
<input type="checkbox"/> Masonry- cleaning, tuckpointing, removal of masonry or other changes	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security features	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Exterior lighting
<input type="checkbox"/> Wood trim	<input type="checkbox"/> Awnings and canopies	<input type="checkbox"/> Signage

B. List and describe in detail all work to be done for each item check. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer’s illustrations or other description of proposed changes to the building exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect’s specifications or brochures may suffice; however the Board may request samples of new materials.

C. SIGNS: (additional information on page 8)

- 1) All permitted sign sizes, location of placement and additional sign standards are regulated by municipal ordinance and shall meet those standards.
- 2) No interior design of illumination signs is permitted. Signs must be of historic nature, color and design.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

City of Grafton – Façade Improvement Grant Program

Signs – Additional Information

ESTIMATED COST OF SIGN(S) (EXCLUDING LABOR & INSTALLATION):

SIGN CONTRACTOR:

CONTRACTOR LICENSE #. WV

TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

Sign Material:

Sign Dimensions:

Height	Width	Dept

Will the sign(s) be lighted? If yes, list the type of lighting to be used and placement of lighting:

Provide an illustration or photograph of the proposed sign(s):

City of Grafton – Façade Improvement Grant Program

Paint

1. Appropriate paint colors for Grafton are color tones that would have been traditionally and predominately found in the mid-Atlantic region. Colors on a structure must be appropriate to the period from which the structure was constructed.
2. Color tones chosen should complement the details of the building and the composition of the color should not obscure or hide the details.
3. For depiction purposes, six (6) samples of the paint swatches will be required to be submitted. This will allow one sample of chosen paint colors per board member and one for the file. Renderings are allowed, but are not a substitution of the paint swatches.
4. In the event the applicant changes material or paint colors once an application is submitted, the applicant shall provide updated material to the City of Grafton.

ADDITIONAL INFORMATION

Have you received rebates from the City’s Façade Improvement Program in the past 12 months?

_____ Yes

_____ No

Is this property:

New construction?

_____ Yes

_____ No

Government-owned property

_____ No

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Estimated Total Project Budget: _____

Grant Amount Requested: _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Grafton.

Property Owner’s Printed Name: _____

Property Owner’s Signature: _____

Date of Application: _____

Tenant’s Signature: _____

(If tenant is undertaking the proposed work)

Please submit an original completed application to the City Manager, 1 West Main Street, Grafton, WV 26354.

City of Grafton – Façade Improvement Grant Program

Grant Approval Agreement

- 1) I understand that grant monies shall not be distributed until all proposed work is complete and inspected.
- 2) I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).
- 3) I understand that an inspection of the project must be performed by City Staff upon completion of the project.
- 4) I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
- 5) I agree to complete all improvements within one year of approval from the City of Grafton. Any time extension must be filed and approved by the City of Grafton.

Property Owners Signature/Tenant _____

Date _____

