

# Town of Aberdeen

## Façade Improvement Grant Procedures

### I. Introduction:

The Appearance of Aberdeen's downtown area is important to the entire town, its history, image and economy. Proper improvements to the exterior facades of individual buildings will help develop the appropriate image. Therefore, it is important that an organized and coordinated approach to the exterior improvements be followed in the downtown area.

#### Purpose:

Provide an economic incentive to:

- A. Renovate building facades in downtown Aberdeen. A "façade" is defined as "the face of a building, e.g. the front, side, or rear elevation. Side and rear facades shall be given the same priority as front facades.
- B. Encourage good design projects which capitalizes on the rehabilitation of existing properties paired with the introduction of sympathetic new design.
- C. Preserve the unique character of downtown Aberdeen and allow for compatible new design elements.

#### Eligibility:

- A. Owner or tenant of a commercial building, structure, or site located within the boundaries of the Town of Aberdeen's designated Historic District.
- B. Owners and tenants may request Façade Improvement Grants separately; however, any tenant must have the owner's written permission attached to the application.

#### Criteria:

Grants are given on a 50-50 matching basis with a maximum Town participation of \$1,000 per façade project approved by the Town. All costs associated with required permit fees (i.e. COA, sign, zoning, etc.) are considered to be grant eligible expenses.

#### Time Limitations:

Work must be completed on a timely schedule with the applicant stating the time frame of the work in the application subject to review by the Planning Department. Work not completed in a reasonable amount of time could be subject to withdrawal of funds.

#### Source of Funds:

The Façade Improvement Grant Program is made possible through appropriations by the Board of Commissioners of the Town of Aberdeen.

Process of Receiving Grants:

- A. Conference with the Community/Downtown Development Planner who will distribute an application form if proposed project is within the program guidelines.
- B. Owner/tenant completes application, including design plans or sketches, and owner's written permission if necessary, and returns to the Community/Downtown Development Planner. Work completed in accordance with architectural design drawings will be done on a 50-50 basis for consultant fees. Architectural fees will be deducted from the final grant amount. Architectural fees for work not executed will be the sole responsibility of the applicant.) Final inspection by a qualified representative of the Aberdeen Planning Department will be necessary prior to receipt of grant funds. (See F).
- C. Once reviewed by the Community/Downtown Development Planner for completeness, the application will then be presented to the Appearance and Beautification Commission (ABC). Once acceptance is given by the ABC it will then go before the Historic Preservation Commission (HPC) to receive the Certificate of Appropriateness (COA).
- D. A Notification Letter will be sent to the applicant as to whether the project has been accepted as described in the application, accepted with conditions, or rejected. (See Exhibit B)
- E. An agreement must be signed prior to work commencing. Parties in the agreement will be the applicant and the Town of Aberdeen.
- F. Upon project completion, copies of the paid statements must be sent to the Community/Downtown Development Planner.
- G. The Aberdeen Planning Department and/or a qualified representative will inspect the completed work and request a check be issued for one-half (1/2) of the actual project cost or \$1,000 whichever is less provided the work is accomplished in accordance with the agreement.
- H. Grants will be approved on a first-come, first-serve basis, until all grant monies for the fiscal year are gone.

For additional information or an application form, contact:

Daniel Martin  
Community/Downtown Development Planner  
115 N. Poplar St.  
Aberdeen, NC 28315  
910.944.7024