

**Façade/Renovation Grant Application**

Property \_\_\_\_\_

Address of Property \_\_\_\_\_

Current Use of Property \_\_\_\_\_ Proposed Use of Property \_\_\_\_\_

Applicant's Name \_\_\_\_\_  Owner  Lessee

Name of Owner if different from Applicant \_\_\_\_\_

Mailing Address of Applicant \_\_\_\_\_

Phone \_\_\_\_\_ Tax ID or Social Security Number \_\_\_\_\_

Describe in detail what your intentions are for improving the building (attach sheet if necessary). Attach at least two (2) estimates of the work to be done:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated cost of façade renovation \$ \_\_\_\_\_

Checklist for completed application:

1. I have read the Façade/Renovation Grant Application and I fully understand the agreement. \_\_\_\_\_
2. I have met with the City of Kinston Department of Planning, Inspections, and Code Enforcement and have complied with City's building codes. \_\_\_\_\_
3. I have complied with the Secretary for the Interior's Standards for Rehabilitation. \_\_\_\_\_
4. I am eligible to apply. \_\_\_\_\_
5. Attach owner's written permission, if applicable. \_\_\_\_\_
6. Professionally executed drawings/sketches for the project are attached. \_\_\_\_\_
7. Copies of two estimates of labor and materials are attached. \_\_\_\_\_
8. An itemized project budget is attached. \_\_\_\_\_

This application has been approved by the following:

City Building Inspector \_\_\_\_\_ Date \_\_\_\_\_

City Planner \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

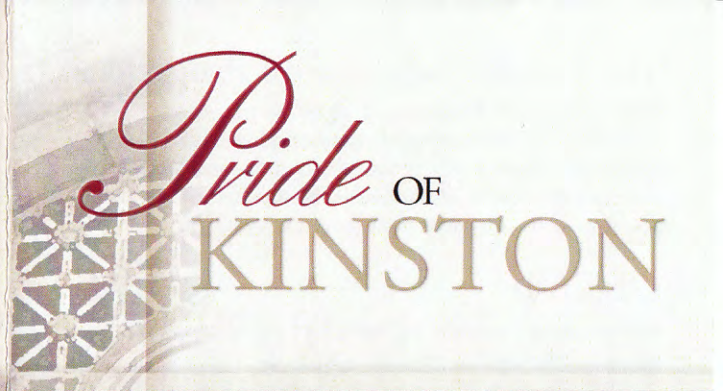
**Façade Grant/Renovation Contract**

I have attached the project plans, specifications or other appropriate information including at least two (2) itemized estimates of the work to be done. I understand that the Grant can only be used for the project described in this application, and that a time table for completion is attached, and that all work must be according to state and local building codes and ordinances and approved, when necessary, by the proper authorities.

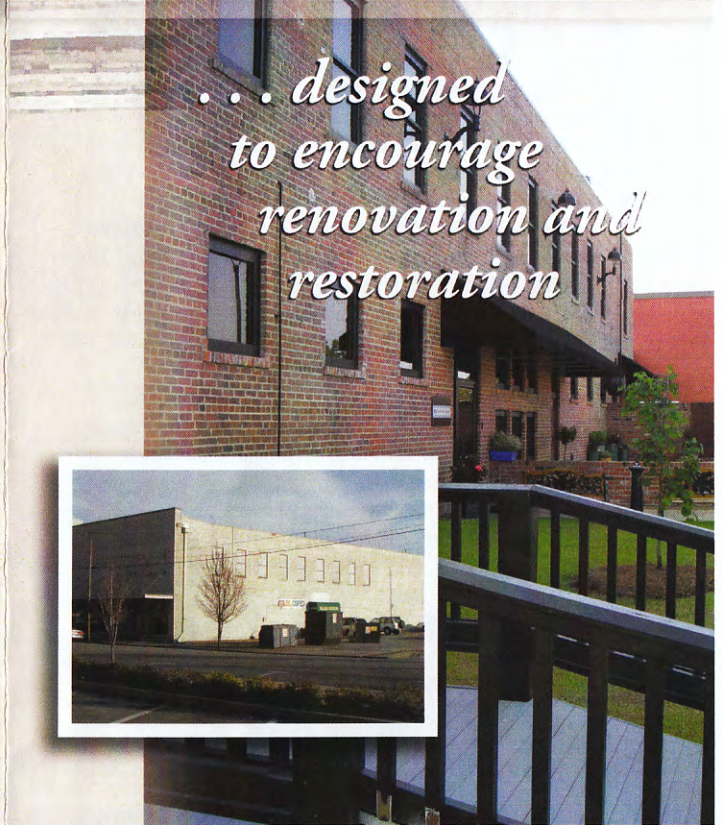
I also understand that this application must be reviewed before any work is done on the project and that no projects will be funded if work was done before the application was approved. I also agree to inspection of my business records to document all work done on this project.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	
Date received:	_____
Date reviewed:	_____
Action taken:	Approved <input type="checkbox"/> _____
	Not Approved <input type="checkbox"/> _____
_____	_____
_____	_____
_____	_____
Executive Director, Pride of Kinston	Date _____



**FAÇADE GRANT PROGRAM**



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## The Façade/Renovation Program

The Façade Grant Program is designed to encourage renovation and restoration of commercial buildings in downtown Kinston. The grants are intended as economic incentive to enhance and preserve the unique historic character of the downtown business environment.

### Eligibility

Any owner of a commercial building located within the Municipal Service Tax District may apply.

### Guidelines

- Renovations and other improvements, interior and exterior, including a roof, must conform to the building codes enacted and required by the City of Kinston and Lenoir County.
- Plans for rehabilitation of structures are expected to illustrate respect for the architectural integrity of the entire building and the neighboring streets.
- The guidelines of the Secretary of the Interior's Standards for rehabilitation will be used in making improvements to the façades of structures.
- Depending on the location of the property, the guidelines of the Kinston Historic District Commission may apply.
- If awarded a façade or interior renovations grant, the same building/property may not apply again for three (3) years.
- A single interior renovation and restoration project, if deemed of significant importance to the overall downtown environment, may be approved for maximum grant totaling \$20,000 on a one-to-three matching basis and payable in three equal annual installments over three years. The recipient must document expenses of a minimum of \$60,000 to receive \$20,000 payable over three years.
- The Design Committee, if in its judgment a proposed façade/renovation project would make a major significant improvement in its surrounding environment, may choose to designate said project a *Major Appearance Project* while announcing a waiver to selected traditional criteria. Exceptions to the traditional requirements of the program will be rare.



- All grants subject to the availability of funds.

### Criteria

Qualifying façade (street side exterior) enhancement projects are eligible for a grant of up to \$2,000 per façade on a 50-50 matching basis. There is a limit of two façades or \$4,000 per building.

Interior renovation and roof protection projects must be described in detail utilizing plans and drawings drafted by licensed designers and/or architects.

All projects must be approved by a review panel before work has begun. (See Process).

### Timeline

- The plan proposed and approved by the special review panel must contain a proposed timeline for completion once the project has begun.
- Façade and interior renovations as described in Guidelines must begin within 30 days of date applicant is notified of approval by Pride of Kinston.

### Ineligible

- Tenant/lessee signature
- Signs
- Maintenance (Note: Simply painting a building with no other components of a façade appearance improvement plan will be considered maintenance.)
- Metal siding
- Vinyl siding

## The Process

- Applicant meets with the Executive Director of Pride of Kinston to review renovation plans.
- Owner/tenant completes application, including design plans, sketches or descriptive photo. Application is signed by the building's owner.
- Plan is to be presented in person to a special review panel consisting of members of the Pride of Kinston Design Committee and the City of Kinston's Appearance Commission.
- Plan is to be reviewed and approved by appropriate City of Kinston inspection officials.
- Application must be reviewed and signed by the Kinston City Building Inspector for code compliance.
- Properties in the Historic District must be reviewed and signed by the Historic District Planner. A Certificate of Appropriateness must be attached to the application.
- At least two itemized bids must be submitted with the application when reviewed by the review panel.
- Upon completion, copies of paid statements must be sent to the Executive Director of Pride of Kinston.
- The Executive Director of Pride of Kinston and chair of Pride of Kinston's Design Committee inspect the completed work. Upon satisfactory evidence that the project has been completed as proposed and approved, Pride of Kinston issues a check for 50% of the actual project cost, or \$2,000 (per façade), whichever is less.
- In case of a three-year project, and upon the recommendation of the Executive Director and Chair of the Design Committee, the full payment of support will be divided into three installments depending upon the annual progress of the approved three-year plan.

*NOTE: Guidelines for the Façade Grant Program were amended and adopted by the Board of Directors of the Pride of Kinston August 27, 2009.*

