



211 North Main Ave., Erwin, Tennessee 37650
423.743-6231 www.erwintn.org

DOWNTOWN ERWIN FAÇADE & ARCHITECTURAL IMPROVEMENT GRANT PROGRAM

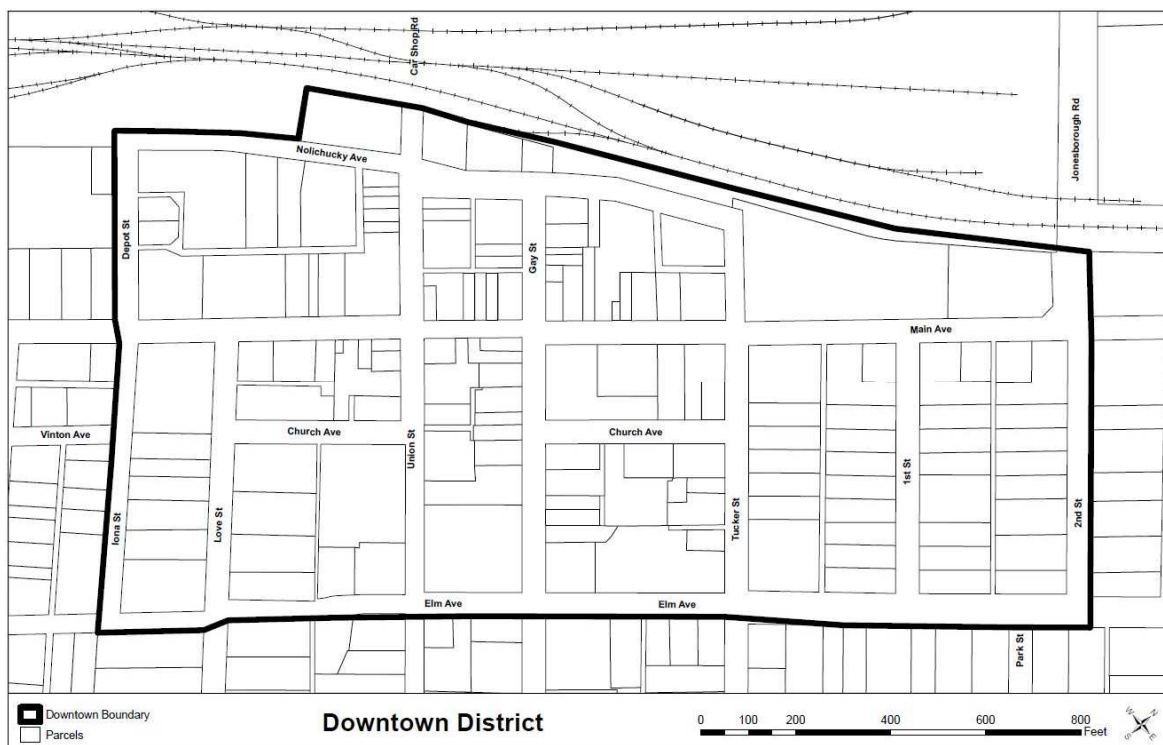
Program Overview

The objective of the Downtown Erwin Façade & Architectural Improvement Grant Program is to provide incentives to improve the facades of buildings in an area within the Downtown District in Erwin. By improving the appearance of building façades, the program serves to increase the economic viability of this area. Improved aesthetics also increase property values, enhance the marketability of space within the buildings, eliminate blight and draw businesses and residents to the area.

The Downtown Erwin Façade Grant Improvement Program is administered by the Town of Erwin (TOE).

Eligible Properties

Certain commercial and mixed-use properties located in the Downtown District are eligible for the façade improvement program noted in the map below. Please note that in the event that the Downtown District boundaries change, the Downtown Erwin Façade & Architectural Improvement Grant Program boundaries will change as well. Buildings not eligible for the grant program include any non-conforming uses.



Eligibility

All proposed renovations must be approved by the Design Review Committee prior to commencement. Eligible properties and their owners will be considered for reimbursement, up to \$5,000 per property, for eligible façade improvements. The applicant is eligible for a 50% reimbursement on expenses equal to or less than \$5,000.

For multiple-faced buildings, an additional 25 percent (not to exceed \$2,500) may be awarded. It is the intent of the program to award 50% toward the cost of renovations on the principal façade of the building and 25% of the cost of renovations on any additional side of the building. Larger grants may be awarded for projects that show substantial economic impact including job creation and sales tax generation in the downtown area. Buildings must be a conforming use in the zoning district. Grants will be evaluated and awarded on a case-by-case basis.

Applicants must be current on all taxes, mortgages, and insurance for the proposed project site. Projects that have been approved but have failed to commence the proposed renovations within six months of approval of the project shall have to reapply.

Examples of eligible activities - permanent exterior improvements include:

- Masonry repairs and repointing bricks;
- Repair/replace/preserve historically significant architectural details;
- Storefront reconstruction;
- Removal of false façade;
- Cornice repair;
- Exterior painting and stucco;
- Awnings and canopies;
- Window and door repair or replacement;
- Permanent exterior signage integrated into the storefront design;
- Permanent exterior lighting;
- Repair/replacement of gutters and down spouts;
- Visible roof repairs in conjunction with structural improvements;
- Decking and stairs; and
- Visible electrical, mechanical equipment enclosures

Examples of other eligible activities, which receive the approval by the Erwin Board of Mayor and Aldermen:

- Architectural Services related to the façade or structure of the building, and be compatible with the downtown main street setting.
- Structural and/or Codes Study & Report which provide, at minimum, a written report that identifies electrical fire and safety, and code recommendations, or any other study or report that provides technical data on the overall safety and/or structural integrity of the building.

Examples of activities not eligible:

- Improvements made prior to the grant approval;
- Landscaping;
- Non-visible roofing;
- Parking lots;
- Billboards;

- Interior renovation;
- Temporary, portable or non-permanent improvements;
- New construction;
- Property acquisition;
- Expansion of building area;
- Conversion of use;
- Working capital;
- Labor completed by property/business owner;
- Refinance of existing debt;
- Payment of delinquent taxes;
- Design and architectural fees.

Design Guidelines

Erwin's Downtown District Design Guidelines were created to assure that the appropriateness of any proposed work is compatible with the affected building's original appearance and with other area buildings within the Downtown District. Those design guidelines can be accessed by visiting www.erwintn.org.

Program Guidelines and Timeline

- A. Applicants will submit the following to the Town of Erwin for approval prior to purchase of materials or commencement of work :
1. Completed application form;
 2. Proof of property ownership or current lease;
 3. Detailed cost estimates/bids for proposed improvements. All work must be completed by licensed contractors, legally operating in Unicoi County.
 4. Photographs of existing structure identifying areas to be renovated;
 5. If non-structural changes are proposed, a sketch or drawing to explain the changes;
 6. If structural changes of the building are proposed, stamped architectural or engineering plans must be submitted;
 7. Specifications of material used; and
 8. Proof that all taxes, insurance, and mortgage payments are current.
- B. The Downtown Erwin Façade & Architectural Improvement Grant Program will operate in conjunction with the Town of Erwin's fiscal year. Applications will be accepted on a rolling basis beginning July 1 – June 30, on a first-come-first-served basis. Accepted applicants will be notified of their grant award the month following their application.

All proposed work must be able to be completed within 6 months of grant award, unless TOE approves a longer timeline.

Submit application and required information by mail or by email to:
 Glenn Rosenoff, City Administrator/Recorder
 Town of Erwin
 211 North Main Avenue // P.O. Box 59
 Erwin, TN 37650
grosenoff@erwintn.org

- C. The TOE shall approve or deny the application based on adopted criteria and priorities.

These priorities are:

- Monetary investment by the building/business owner
- Potential economic impact regarding increase in employment, increase in sales tax and/or increase in property value
- Architectural significance of improved façade
- Evaluation of proposed façade plans

In the case of the necessity of emergency repairs, the TOE may waive certain provisions of the established criteria or process based on a recommendation of the Town of Erwin's Design Review Committee and documentation of the necessity of emergency repairs undertaken by the applicant.

- D. All work must meet city building codes and zoning requirements. Applicants are required to go through the Design Review Committee. Information on the design guidelines can be found by visiting www.erwintn.org.

Applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work from the approved application must be resubmitted to the TOE for approval prior to any work commencing or it will not be reimbursed. Change orders will be initiated through the TOE. Bid additions and/or deletions must be approved prior to initiating any work changes.

- E. **Project Sign**
Recipients of grant monies from the Downtown Erwin Façade & Architectural Improvement Grant Program shall agree to display, during the rehabilitation process, one or more signs identifying the project as a recipient of financial assistance from the TOE. The TOE will furnish the sign(s) at its expense.

- F. When the work is completed:
- Provide to the TOE photographs of all completed work;
 - Submit to the TOE all receipt and/or canceled checks as proof that materials and contracted improvements have been paid for. This shall include an affidavit certifying that all of the suppliers and contractors have been paid and that there are no liens on the project. All paid receipts must include name, address, phone number, and license number of the contractor. The TOE reserves the right to verify all costs associated with renovation work for which reimbursement is requested; and
 - Request an inspection by the Town of Erwin's Building Official and Design Review Committee staff to ensure that all work conforms to the work proposed and is completed as approved.

Payment Procedures:

Reimbursements - all assistance is on a reimbursement basis following completion of the project. The total reimbursement for all forms of façade improvement assistance shall not exceed \$5,000 per project. For multiple-faced buildings, grants shall not exceed \$7,500 unless otherwise determined from the TOE. Projects must be completed within six months of the start of

construction, unless TOE approves a longer timeline. All work must be performed in a professional and workman-like manner. The TOE reserves the right to withhold reimbursement payment should the final inspection by the Town of Erwin's Building Official reveal that the work performed was not completed in a professional and workman-like manner and/or has not successfully passed all applicable inspections.



Downtown Erwin Façade & Design Improvement Grant Program Application

Applicant Information

Name of Applicant and Project: _____

Address of Applicant: _____

Telephone number and cell number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Age of building being considered for renovation: _____

Type of work (itemized with documented cost proposal for each work element) to be completed:

Total cost of work to be completed: _____

Amount of funding requested by the TOE to complete work: _____

Required Attachments Checklist:

- Completed application form.
- Proof of property ownership, or permission from owner of the property.
- Proof that all taxes, insurance, and mortgage payments are not delinquent.
- Work write-up with specific work items and costs listed.
- Photographs of existing structure identifying areas to be renovated.
- If non-structural changes are proposed, a sketch or drawing to explain the changes.
- If structural changes of the building are proposed, architectural or engineering plans must be submitted.
- Specifications of material used.

Applicant Agreement:

I, the applicant, agree that the Town of Erwin (TOE) shall approve or deny the application and/or grant based on adopted criteria and priorities. I have received and reviewed the Downtown Erwin Façade & Architectural Improvement Grant Program document and will comply with the Grant Program criteria. I understand that this grant is a reimbursement grant after work has been completed according to the above description.

All work must meet Erwin building codes and applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work that may arise during the renovation process must be approved by the TOE prior to any work initiated or completed.

Signed: _____
Date: _____

Return completed application to:

Glenn Rosenoff, City Administrator/Recorder
Town of Erwin
211 North Main Avenue // P.O. Box 59
Erwin, TN 37650
Grosenoff@erwintn.org

TOE Actions and Application Approvals:

Action Taken	TOE Signature	Date
Amount of Grant Approved: _____		



Downtown Erwin
Façade Improvement Grant Program
Reimbursement Form

Applicant Information

Name of Applicant and Project: _____

Address of Applicant: _____

Telephone number and cell number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Project Start Date: _____ Project Completion Date: _____

Total Project Cost: _____ Total Reimbursement Requested: _____

Required Attachments Checklist:

- Completed reimbursement form.
- Photographs of completed work.
- Itemized list of expenditures.
- Copies of all invoices and all receipts and/or canceled checks as proof that materials and contracted improvements have been paid. Include name, address, phone number(s) of contractor(s).
- Statements certifying that all the suppliers and contractors have been paid.
- Satisfactory inspection by the Town of Erwin Building Official.
- Satisfactory inspection by the TOE to ensure all work completed conforms to work proposed.

Return Completed Request for Reimbursement to:

Glenn Rosenoff, City Administrator/Recorder
Town of Erwin
211 North Main Avenue
P.O. Box 59
Erwin, TN 37650
Grosenoff@erwintn.org

Approval for Reimbursement

Amount approved for reimbursement: _____

Town of Erwin Building Official Date

Design Review Committee Representative Date

TOE Approval for Reimbursement Payment Date