

MAIN STREET HARTSVILLE

DOWNTOWN FAÇADE GRANT PROGRAM GUIDELINES

PROGRAM OVERVIEW

The City of Hartsville has developed and implemented a Downtown Façade Grant Program to encourage reinvestment in, and revitalization of, the Downtown Historic District. This program provides reimbursable grants of up to \$2,500 to help offset the cost of exterior improvements to a property owner or tenant's commercial building. The Downtown Façade Grant Program Grant will reimburse project costs up to a maximum of \$2,500. Grants will be awarded on a first come, first served basis until all available funding for the current fiscal year has been committed. Individuals and business owners who wish to be considered for a grant must complete and submit a formal application.

Purpose

Main Street Hartsville's Downtown Facade Grant Program provides financial and technical assistance to eligible commercial property owners and tenants in the Downtown Historic District. Funds may only be used for qualified facade improvements, as defined within these guidelines.

The primary objectives of the Downtown Façade Grant Program are to: 1) Encourage the revitalization of existing commercial buildings and districts by incentivizing private sector investment; 2) Expand the City commercial tax base by attracting and retaining businesses within the downtown area; 3) Enhance property values in the downtown area by improving the visual aesthetic and functionality of existing buildings; 4) Preserve the integrity of the City historic resources; and 5) Promote the general health, safety and welfare of the community.

ELIGIBILITY

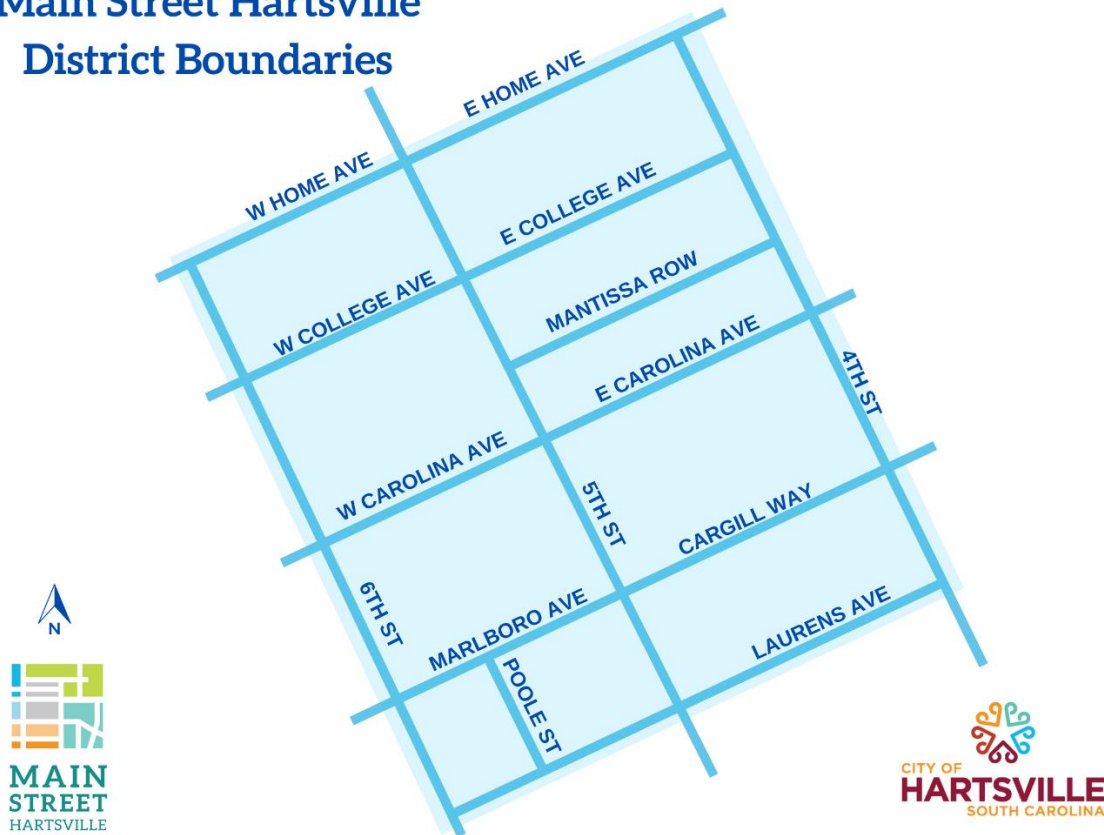
Eligible Applicants: Eligible applicants include owners of commercial properties and commercial tenants located within a designated commercial area, as defined below. Commercial tenants who are leasing a building for which improvements are proposed must submit an Owner Consent Form with their completed application. Only businesses whose current or proposed use is permitted (either by-right or conditional) by the City's zoning ordinance are eligible for funding through the Downtown Façade Grant Program. Applicants must have a current City of Hartsville business license.

The City reserves the right to deny funding to any applicant with delinquent taxes, fines, or fees.

Eligible Buildings: For the purpose of this program, an eligible building must be used, either exclusively or primarily, for commercial use, or have significant historical value to the Downtown Historic District. Eligible buildings must have a commercial use located at street level. Mixed-used buildings, including those with second-floor apartments, shall be eligible to apply for a Downtown Façade Grant, provided the area used for residential use(s) does not exceed 50% of the total building square footage.

Designated Commercial Areas: The Downtown Façade Grant Program is open to eligible applicants located within the City's Historic Downtown District. (See below for district map)

Main Street Hartsville District Boundaries



EXPENDITURE REQUIREMENTS

Eligible Expenditures: For the purpose of this program, the following types of expenditures shall be deemed *eligible* for reimbursement:

- Exterior building improvements (cosmetic and/or structural), signage, lighting, and landscaping, which are visible from a public street, alley, sidewalk, or parking area. Examples include, but are not limited to: storefront enhancements, storefront restorations, exterior painting or surface treatment, decorative awnings, window and door replacements, exterior wall lighting, decorative post lighting and architectural features. Priority shall be given to projects which maintain, enhance and/or restore a building's significant architectural features to the greatest extent feasible.
- Fees for architects, engineers or other design consultants, as well as fees related to City plan review and permitting, which are directly related to the façade improvement project.
- All exterior improvements and modifications must be approved by the City of Hartsville's Architectural Review Board prior to implementation.
- All work must be completed by licensed contractors, legally operating in the City of Hartsville. The applicant is responsible for obtaining any necessary permits. Applicants should contact the City's Planning and Zoning Department for assistance with the permitting process.

Ineligible Expenditures: The following types of expenditures are not eligible for reimbursement:

- Interior renovations to a building or structure.
- Repair or replacement of any electrical, mechanical, plumbing, security, or telecommunication system, unless such repair or replacement is a critical component of the façade improvement.
- Work that is generally considered ordinary repair and maintenance. Ordinary repair and maintenance is defined as “any work, the purpose and effect of which is to correct or prevent any deterioration or decay of, or damage to, a structure, site or any part thereof and to restore the structure or site, as nearly as may be practicable, to its condition prior to such deterioration, decay or damage using materials which are of a design, color and outer appearance as close as practicable to the original.” For the purpose of this program, roof repair and replacement shall be considered ordinary repair and maintenance.
- Improvements that are required as a result of a code violation or citation; however, improvements that are the result of voluntary compliance and the applicant’s desire to bring a property into conformance with the City’s current design standards will be considered.
- Site furnishings, amenities, non-permanent structures, and movable equipment.
- Any work which has not been reviewed and approved by the City’s Architectural Review Board.
- Any work completed without obtaining necessary permits from the City.

GRANT AWARDS

Maximum Award: The Downtown Façade Grant Program provides for a one-time matching grant of up to \$2,500 per property for eligible façade improvements. The City will reimburse project costs for a maximum of \$2,500. All funds shall be disbursed to the applicant on a reimbursement basis, after work is completed, and as approved by ARB.

Multiple Buildings/Parcels: Improvements made to multiple buildings on a single parcel, multiple storefronts on a single building, or a single building located on multiple parcels (under the same ownership) shall be subject to the \$2,500 maximum award.

Future Grant Awards: Any applicant who receives a Downtown Façade Grant award shall not be eligible to apply for a subsequent grant award for at least twenty-four (24) months.

APPLICATION AND SELECTION PROCESS

Pre-Application Meeting (Recommended): Applicants are encouraged to contact the City of Hartsville’s Planning and Zoning Department to review the proposed project prior to submitting a Downtown Façade Grant application.

Application: All applicants must submit a formal grant application, using an official form prepared and distributed by Main Street Hartsville. All applicants must submit the following information to be considered for a Façade Improvement Grant:

- Completed Downtown Façade Grant application form

- Owner Consent Form (if applicable)
- Photographs of all existing façades, including front, rear and side (if applicable)
- Color plans, drawings and/or elevations of all proposed improvements
- List and/or description of materials to be used
- Detailed cost estimates/bids for proposed improvements
- IRS W-9 Form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

The Architectural Review Board shall have the authority to request modifications to a proposed design to ensure that the project will be compatible with the City’s Historic District Design Guidelines. The Board also reserves the right to request further information from the applicant (including applicant interviews), and to visit the applicant’s property in an effort to evaluate the merit of a proposed facade improvement.

Grant Awards: Downtown Façade Grants shall be awarded by Main Street Hartsville, upon completion of approved improvements to building facade.

Reimbursement Process

Completion of Work: Non-permitted, non-ARB-approved modifications shall not be eligible for reimbursement.

Reimbursement Requests: Applicants must document all expenditures and provide the Main Street Manager with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within thirty (30) days of completion. Once the improvements are completed, City of Hartsville officials will inspect the property to ensure that the work is consistent with approved plans and all appropriate building codes. The applicant will then be provided with a one-time reimbursement for the approved amount. Reimbursement checks will be issued by the Chief Financial Officer.

ADDITIONAL NOTES

Combination of Façade Improvement Grants with Other City Incentives: The City of Hartsville has adopted a special tax incentive to encourage the rehabilitation of historic structures (aka the “Bailey Bill”). The main feature of the Bailey Bill is to assess property on the pre-rehabilitation fair market value for up to twenty (20) years. This means the owner of a historic structure continues to pay property tax on the pre-rehab value of the property but does not pay tax on the increased value due to the renovations for up to twenty (20) years. A minimum of 20% of the fair market value of the building must be spent on qualified rehabilitation expenditures. For more information, please contact the City of Hartsville Planning and Zoning Department at 843.383.3009, or click [here](#).

For More Information

For more information about the City of Hartsville’s Downtown Façade Grant Program, please contact the Main Street Hartsville Manager, Matt Winburn, at matthew.winburn@hartsvillesc.gov, or at 843.917.0602.

APPLICATION CHECK LIST (INTERNAL USE)

Are the following documents submitted with a completed application?

- Completed Downtown Façade Grant application form
- Owner Consent Form (if applicable)
- Photographs of all existing façades, including front, rear and side (if applicable)
- Color plans, drawings and/or elevations of all proposed improvements
- List and/or description of materials to be used
- Detailed cost estimates/bids for proposed improvements
- IRS W-9 Form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Have the façade improvements been approved by the Architectural Review Board? Yes No

Planning and Zoning Manager’s Signature: _____

Date Approved: _____

- Is the work completed the same as approved by the Architectural Review Board? Yes No

Building Inspector’s Signature: _____

Date Approved: _____

- Has the applicant received a Downtown Façade Grant within the last 24 months? Yes No
- Is the applicant within the Main Street Hartsville Boundaries? Yes No
- Does the applicant have a current City of Hartsville business license? Yes No
- Does the applicant owe any delinquent fees or taxes to the City of Hartsville? Yes No

SIGNATURES

APPLICANTS SIGNATURE

DATE

MAIN STREET HARTSVILLE MANAGER

DATE