

**City of Jacksonville, Alabama  
Public Square Overlay District**

**Façade Improvement Program**

**APPLICATION AND AGREEMENT**



The following includes the Façade Improvement Program Description,  
Grant Application and Agreement.

*SPONSORED BY:*

THE COMMERCIAL DEVELOPMENT AUTHORITY  
OF THE CITY OF JACKSONVILLE  
320 CHURCH AVE SE  
JACKSONVILLE, AL 36265

## **CITY OF JACKSONVILLE, ALABAMA**

### ***Façade Grant Improvement Program Description***

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The Commercial Development Authority (CDA) of the City of Jacksonville, Alabama, in its continuing effort to support the development of the Public Square Overlay District, has created a Façade Improvement Program for all business owners and tenants within the District. The Façade Improvement Program will continue the process of creating a more inviting character for the downtown Jacksonville area. The following outlines the details of Jacksonville's Façade Improvement Program.

#### **What is a Façade Improvement Program?**

The CDA wishes to encourage and support building and business owner investment in the upgrade of their existing building storefront. The Façade Improvement Program is a process where the CDA will provide a base grant and/or a matching grant to Overlay District businesses or building owners who construct eligible improvements to the facades of their buildings. For the purpose of this program, a façade is defined as any side of a building facing a public way or space and finished accordingly. The CDA will provide a base grant of \$2,500 or match dollar-for-dollar an owner's investment in eligible improvements to the appearance of their building's storefront façade up to a maximum amount of \$2,500. Total funding available per applicant is \$5,000.

Each project is eligible for design consultation/project assistance from the City Building and Planning Department, in addition to one of the following:

- **Base Grant of up to \$2,500:** Direct grant, no match required.
- **Base Grant + Matching Grant:** \$2,500 Base Grant in addition to CDA matching dollar-for-dollar investment by property owner over the Base Grant amount, capping the CDA's total investment at \$5,000 per application. (Requires a 50/50 match from the applicant for grant funds over and above the Base Grant amount.)

Examples:

<b>CDA spends</b>	<b>Applicant spends</b>	<b>Total project value</b>
\$2,500 (Base)	0\$	\$2,500
Base + \$1,000 + \$1,000 matching	\$1,000	\$4,500
Base + \$2,500 + \$2,500 matching	\$2,500	\$7,500

The building or business owner must apply for and be approved in order to receive any grant funding. The following provides the program's criteria for eligibility and the approval process.

## **Eligible Properties and Applicants**

All commercially operated buildings within the Public Square Overlay District are eligible for the Façade Improvement Program. Only improvements to facades that directly front a public right-of-way are eligible for funding. Any building with a zoning or building code violation is not eligible for the program. Any commercial building owner, or business owner with building owner authorization, may apply for the grant. One owner or business that occupies contiguous property equals one application.

## **Eligible Improvements**

Improvements such as those listed below are eligible to receive funding through the program. A building or business owner who is undertaking an improvement project that includes a portion of the eligible improvements may apply for the grant, but only improvements like those listed below will be eligible for funding.

### Improvements Eligible for Façade Grant Funding

- Signage and awnings
- Replacement of missing decorative features
- Restoration of doors, windows and chimneys
- Storefront or façade rehabilitation
- Removal of non-historic materials or additions
- Exterior paint (if used as an architectural element)
- Improving ADA access from the outside of the building
- Historic preservation-related maintenance which requires specialized care or expertise

## **Ineligible Improvements**

The following improvements are not eligible to receive funding through the program.

- Major landscape improvements
- Plants
- Non-public faces of buildings
- Interior areas of buildings
- Normal, routine maintenance

**Façade Design Guide.** The Façade Design Guide is used by the City of Minneapolis as a companion piece to their Great Streets Façade Improvement Program. It is available as a free resource on the Jacksonville CDA's web page (<http://www.jacksonville-al.org/commercial-development-authority-1/>). This is a professionally developed guide that provides some suggestions and ideas for storefront

improvements that will help send a positive message to potential customers and draw them into the business.

### **Administration**

Any commercial building or business owner within the Public Square Overlay District who wishes to apply for a façade improvement grant can obtain an application at City Hall. Applications for façade improvement grants will be considered in the order they are received from the date on the application. Only completed applications that include all required submittal documents and information will be accepted. One owner or business that occupies contiguous property equals one application. The CDA will review the application for accuracy and will determine if it meets the requirements for funding. Those requirements for funding include:

- Adherence to the design guidelines of the Jacksonville City Zoning Code
- Improvements are eligible under the provisions of the Façade Improvement Program

If the application is determined to meet the requirements of the program, the application will be considered by the CDA for approval. If the applicant wishes to challenge the eligibility determination by the CDA, the applicant can request an appeal of the decision to the Grant Review Committee. The Grant Review Committee consists of the CDA Chairperson, one CDA Director and the City Administrator (or his/her designee). The Grant Review Committee shall consider the application and determine eligibility, and all decisions regarding eligibility of an applicant are final. If the application receives CDA approval, the applicant must enter into an agreement with the CDA. The Façade Improvement Grant Agreement stipulates that grant funds will only be disseminated to the applicant once the construction of the approved improvements has been completed and has been inspected by the City Building Inspector. Grant funds will be disseminated to the applicant within 45 days of a passing inspection. If grant funding for a current funding cycle is completely distributed, applicants may be placed on a waiting list to be considered for a grant when funds become available.

### **Review of Proposals**

Every project will be evaluated for the value of its aesthetic improvement to the Public Square Overlay District, extent/scope of work proposed, and its potential economic impact on the District.

The CDA will consider the following aspects for its proposal review:

1. Aesthetic Improvement Value
  - a. Improvement in overall appearance
  - b. Impact on block and District
2. Extent/Scope of Work Proposed

- a. Amount of construction to be conducted
  - b. Adherence to the Design Guidelines found in the Public Square Overlay District Development Plan
3. Potential Economic Impact
- a. Anticipated increase in assessed value
  - b. Use of building following the project
    - i. Ways it will contribute to the economic vitality of the downtown
    - ii. How use is compatible with and/or compliments mix of existing downtown uses

### **General Conditions**

- Improvements funded by the grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period.
- Property taxes must be current, and participants may not have debts in arrears to the City.
- Grant recipients must provide proof of insurance on the property for which the grant is being awarded.
- All contractors must obtain City business licenses prior to beginning work.
- Project must be approved by the Planning Commission.
- Project can be initiated within 30 days of award and completed within 6 months of award.

### **Other Approvals**

Participants, with limited assistance from the CDA and its consultant, will be responsible for obtaining necessary regulatory approvals including those from local advisory boards, including the City of Jacksonville Planning and Building Department, City building permits and other necessary permits. All work must comply with City, State and Federal regulations. Please contact the Planning and Building Department, 256-435-7611, for information regarding local regulations.

### **Grant Approval Checklist**

The following checklist will be used to review each application:

Jacksonville Commercial Development Authority  
Façade Improvement Grant  
**APPLICATION REVIEW CHECKLIST**

Applicant Information	Name	Property Owner  <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	

**The following items must be submitted with the Façade Grant Application:**

- Completed and signed Jacksonville Façade Grant Application
- Current photographs of the property to be improved (entire façade and details)
- Historical photograph of the property to be improved (if available)
- Drawings of proposed improvements (drawings do not have to be architectural renderings, but should be to scale so that the CDA can understand the project).
- Color and material samples if relevant (material specifications supplied by manufacturer)
- Preliminary estimate of cost
- Proof of building insurance

**General Conditions:** The following general conditions must be met in accordance with the Façade Grant Program:

- Yes    No   Property taxes are current
- Yes    No   Property is insured
- Yes    No   Participants have no debts in arrears to the City
- Yes    No   Contractor(s) have a City business license
- Yes    No   Project has been approved by City Planning Commission
- Yes    No   Project can be initiated within 30 days of award
- Yes    No   Project can be completed within 6 months of award

## **Questions**

A grant application and submittal requirements are included with this packet. If you have further questions regarding the Façade Improvement Program, the City of Jacksonville can be reached at (ph) 256-435-7611, [www.jacksonville-al.org](http://www.jacksonville-al.org), or by mail at 320 Church Ave SE, Jacksonville, AL 36265.

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## CITY OF JACKSONVILLE, ALABAMA

### ***Façade Grant Improvement Program Application***

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Please review the program description and the General Conditions prior to filling out this application. One owner or business that occupies contiguous property equals one application. Complete and return it to the City of Jacksonville with the items listed in the checklist on page 2 of this application.

Applicant Information	Name	Phone
	Mailing Address	Email

Property Information	Building address for which grant is sought	
	Name of Owner (if different than applicant)	Phone

**Proposed improvement(s) - *Check all that apply***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Signage and awnings                                 | <input type="checkbox"/> Exterior paint (if used as an architectural element)                                   | <input type="checkbox"/> Replacement of missing decorative features |
| <input type="checkbox"/> Restoration of doors, windows, chimneys             | <input type="checkbox"/> Improving ADA access   | <input type="checkbox"/> Storefront or façade rehabilitation        |
| <input type="checkbox"/> Removal of non-historic materials or additions      | <input type="checkbox"/> Historic preservation-related maintenance which requires specialized care or expertise |   |
| <input type="checkbox"/> Other proposed façade improvements (please specify) |   |   |

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***Please describe the scope of the proposed project below (include a summary of the building's current condition, areas to be improved and how, as well as any proposed materials or colors)***

***The following items must be submitted with the Façade Grant Application:***

- Completed and signed Jacksonville Façade Grant Application
- Current photographs of the property to be improved (entire façade and details)
- Historical photograph of the property to be improved (if available)
- Drawings of proposed improvements (drawings do not have to be architectural renderings, but should be to scale so that the CDA can understand the proposed project).
- Color and material samples if relevant (material specifications supplied by manufacturer)
- Preliminary estimate of cost
- Proof of building insurance

I agree to comply with the guidelines and standards of the City of Jacksonville Façade Improvement Program and I understand that this is a voluntary program, under which the Commercial Development Authority has the right to approve or deny any project or proposal or portions thereof.

Applicant(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(if different from applicant)

**COMMERCIAL DEVELOPMENT AUTHORITY OF  
THE CITY OF JACKSONVILLE, ALABAMA**  
***Façade Grant Improvement Program Agreement***

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**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Commercial Development Authority of the City of Jacksonville, Alabama (hereinafter referred to as “CDA”) and the following designated OWNER/LESSEE, to witness:

Owner Name: \_\_\_\_\_

Lessee’s Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Property to be improved:

\_\_\_\_\_

\_\_\_\_\_

**WITNESSETH:**

**WHEREAS**, the CDA has established a Façade Improvement Program for application within the Public Square Overlay District (“District”); and

**WHEREAS**, said Façade Improvement Program is administered by the CDA with the advice of the Planning Commission and is funded by the general fund for the purposes of controlling and preventing blight and deterioration within the District; and

**WHEREAS**, pursuant to the Façade Improvement Program, the CDA has agreed to participate, subject to its sole discretion, in reimbursing owners/lessees for the cost of eligible exterior improvements to commercial establishments within the District up to a maximum of \$5,000 for the approved contract cost of such improvements; and

**WHEREAS**, the OWNER/LESSEE’S property is located within the Public Square Overlay District, and the OWNER/LESSEE desires to participate in the Façade Improvement Program pursuant to the terms and provisions of this Agreement.

**NOW THEREFORE**, in consideration of the mutual covenants and agreements obtained herein, the CDA and the OWNER/LESSEE do hereby agree as follows:

## **SECTION 1**

With respect to the façade improvements to the structural elevation fronting a public roadway and related improvements, the CDA shall reimburse the OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE'S property up to a maximum amount of \$5,000. The actual total reimbursement amounts per this Agreement shall not exceed \$ \_\_\_\_\_ for façade improvements. The improvement costs, which are eligible for CDA reimbursement, include all labor, materials, equipment, and other contract items necessary for the proper execution of the work as shown on the plans, design drawings, specifications, and estimates approved by the CDA. Such plans, design drawings, specifications, and estimates are attached hereto as EXHIBIT A.

## **SECTION 2**

No improvement work shall be undertaken until its design has been submitted to and approved by the CDA. Following approval, the OWNER/LESSEE shall commence the work within 30 days of the date of this signed agreement. All project work shall be completed within six months of the date of this signed agreement. All contractors performing the work must be licensed by the City of Jacksonville, Alabama.

## **SECTION 3**

The following general conditions will apply to all projects: Improvements funded by the grant will be maintained in good order for a period of at least five years; graffiti and vandalism will be dutifully repaired during this time period. Property taxes must be current, participants may not have debts in arrears to the City, and the property must be insured. All contractors must obtain City business licenses prior to beginning work.

## **SECTION 4**

The City Building Inspector shall periodically review the progress of the work on the façade improvements pursuant to the Agreement. Such inspections shall not replace any required permit inspection by the Building Inspector. All work which is not in conformance with the approved plans, design drawings, and specifications shall be immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings, and specifications and the terms of this Agreement.

## **SECTION 5**

Upon completion of the improvements and upon their final inspection and approval by the City Building Inspector, the OWNER/LESSEE shall submit to the CDA a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment necessary to complete the façade improvement related work. In addition, the OWNER/LESSEE shall submit to the CDA proof of payment of the contract cost pursuant to the contractor's

statement and final lien waivers from all contractors and subcontractors. The CDA shall, within forty-five (45) days of receipt of the contractor's statement, proof of payment, and lien waivers, issue a check to the OWNER/LESSEE as reimbursement for the approved construction cost, subject to the limitations set forth in Section 1 hereof.

#### **SECTION 6**

If the OWNER/LESSEE or the OWNER/LESSEE'S contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings, and specifications and the terms of this Agreement, then upon written notice being given by the City Administrator to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the CDA shall cease and become null and void.

#### **SECTION 7**

The OWNER/LESSEE releases the CDA from, and covenants and agrees that the CDA shall not be liable for, and covenants and agrees to indemnify and hold harmless the CDA and its officials, officers, and agents from and against any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvement(s). The OWNER/LESSEE further covenants and agrees to pay for or reimburse the CDA and its officials, officers, and agents for any and all costs, reasonable attorney's fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The CDA shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

#### **SECTION 8**

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises, which is unrelated to the façade improvement provided for in this Agreement.

**IN WITNESS THEREOF**, the parties hereto have executed this Agreement on the date first appearing above.

OWNER

LESSEE (if applicable)

\_\_\_\_\_

\_\_\_\_\_

CDA OF JACKSONVILLE

\_\_\_\_\_  
CDA Director

ATTEST: \_\_\_\_\_  
Notary Public