City of Laurel
Main Street Retail Storefront Façade Improvement Program

General Conditions

Execution of an Agreement

Once the Project is approved by the Department of Economic and Community Development and prior to the commencement of any work on the Project, the Participant is required to enter into and execute a written agreement with the City which will establish the terms, conditions and requirements for participation in the Program [Program Agreement]. The Program Agreement shall be in a form mutually agreed upon by the City and the Participant consistent with these Program Guidelines and substantially in the form as the Program Agreement. Commencement of work without an executed Program Agreement will automatically disqualify a Participant from being eligible to participate in the Program. The owner(s) shall be responsible to pay closing costs associated with filing of the documents.

Funds Availability

Funds are limited and participation of any Project in the Program is subject to the availability of funds. Funds are available on a first come first served basis subject to Mayor and City Council approval.

Project Management

All Participants shall be fully responsible for managing the construction of their respective Projects including, without limitation, obtaining bids, selecting a licensed contractor(s), obtaining all necessary approvals, permits, and insurances, overseeing work of contractors, and paying all invoices for the work, materials, and supplies.

Property Must Be Free of Code Violations

The subject property must have no outstanding or pending code violations, or any such code violations may be addressed and fully corrected as part of the Project. The property shall not incur any further violations during the term of the lien.

Obligation to Refrain From Discrimination

Each Participant shall be required to not discriminate on the basis of race, gender, religion, national origin, ethnicity, ancestry, sexual orientation, marital status, color, creed, age or disability in the solicitation, selection, hiring or treatment of any contractors or consultants, to participate in subcontracting opportunities for the project funded in part by a potentially forgivable loan under this program. This language shall be incorporated into all contracts between a Participant and any contractor, consultant, subcontractor, vendors and suppliers.

Each Participant shall covenant and agree for itself, its successors and assigns to the subject property, or any part thereof, that there shall be no discrimination against or segregation of any person or group of persons, in the sale, lease, sublease, transfer, use, occupancy, tenure, or enjoyment of the land, nor shall the transferee itself or any person claiming under or through him or her, establish or permit any such practice or practices of discrimination or segregation with reference to the selection, location, number, use, or occupancy, of tenants, lessees, sublessees, subtenants, or vendees of the land.
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Application Process

Pre- Application Meeting

☐ A pre-application meeting must be set up with a representative from the Department of Economic and Community Development to discuss proposed renovations to the property within the Main Street Retail Storefront Façade Improvement Program Area.
☐ Presentation of the proposed renovation expenditures shall be made during the pre-application meeting.
☐ The proposed property must have no outstanding or pending code violations. If such violations exist, they must be addressed and fully corrected before approval for the Program.
☐ Program eligibility will be determined through the pre-application meeting, once granted eligibility, the applicant may proceed with the application process.

The Application

To apply, please include all of these materials with your completed Application Form:
☐ Preliminary plans and preliminary cost estimates. Eligible improvements may include:
  o Painting
  o Masonry/Brick Restoration
  o Canopies/Awning repair or replacement
  o Lighting, if attached to the building
  o Windows and Doors
  o Stucco or Tile work
  o Restoration of Historic Components of the Structure
☐ Color of materials and material samples, as applicable.
☐ Details of signage and awning design, as applicable.
☐ Pictures of exterior of the property before improvements
☐ If leasing, a copy of a three (3) year lease agreement between the Applicant (Business Owner) and the Property Owner
☐ If you own the property, Proof of Ownership

Application Review

☐ The application will be reviewed by the City Administrator, Director of Budget and Personnel Services, and Director of Economic and Community Development.
☐ If located inside of the Historic District, all façade improvements and signage must be reviewed and approved by the Historic District Commission (HDC).
☐ All necessary City permits must be obtained by the Participant prior to commencement of construction
**Proceed with Improvements**

- Construction may start after all necessary City permits and Historic District Commission approvals have been granted.
- Any improvements made prior to the approval of the application and execution of the agreement are ineligible for reimbursement.

**Additional Application Documents**

After all approved façade improvement expenses are incurred, these documents must be submitted:
- Receipts of all approved façade improvement expenses
- Pictures of the exterior of the property after improvements have been made
- Additional information may be requested.

**Grant Review and Approval**

- Grants will be approved by the Mayor of the City of Laurel after review and recommendation from the City Administrator, Director of Budget and Personnel Services, and Director of Economic and Community Development.
- Once funding is approved, you will receive payment in the form of a check.

Participation in the Main Street Storefront Façade Improvement Program does not limit additional participation in other City programs, if any.
City of Laurel
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Application Process

Date of Application: ________________

APPLICANT INFORMATION:
Name and Title of Contact Person:
________________________________________________________________________
Address:
________________________________________________________________________
Telephone Number: ________________ Fax Number: ________________
E-Mail Address: ________________

BUSINESS INFORMATION:
Name of Business: __________________________
Type of Business: __________________________
Federal Tax Identification Number: ________________
Current Number of Employees: ________________
Number of Years in Business at Project location: ________________

PROPERTY INFORMATION:
Project Address: __________________________
Property Owner: __________________________ Same as Applicant or Other

If owner is not the applicant, is the owner willing to provide written approval to participate in the program and proceed with the improvements? ______ yes

Are there any liens or existing code violations on the property? ___ Yes ___ No If so, briefly explain why:
________________________________________________________________________

*Attach Photograph of Property (minimum one 4"X6" per storefront)
PROJECT FINANCING INFORMATION:
How will owner(s)' portion of the project anticipated to be financed?

______________________________________________

Have you or your company ever received a grant or loan through the City of Laurel?
 _ Yes __ No  If yes, please explain: ______________________________

PROJECT SUMMARY AND BUDGET

Brief description of anticipated Project needs/goals:

______________________________________________

CERTIFICATION

Please read the following and sign below. All owners or partners must sign this application.

The information on this application is provided for the purpose of applying for assistance under the City of Laurel Main Street Retail Storefront Façade Program. The information is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this grant application and I hereby give my consent for such information to be provided to the City. The City retains the sole decision as to whether this grant application is approved, disapproved, or modified. Applicant(s) has read and accepts the terms outlined in the Program Guidelines.

Print Name and Title __________________________  Print Name and Title __________________________

Signature __________________________          Signature __________________________

Print Name and Title __________________________  Print Name and Title __________________________

Signature __________________________          Signature __________________________