

**Baltimore Development Corporation~Commercial Revitalization**

36 S. Charles St. Suite 1600

Baltimore, MD 21201

(410) 837-9305

**Façade Improvement Grant Program ("FIG") Application**

Applicant Name: \_\_\_\_\_ Business District: \_\_\_\_\_

Are you an MBE or WBE (circle one or both) \*Use/Occupancy Permit # \_\_\_\_\_

\*Tax ID # \_\_\_\_\_ \*Business License # \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Owner \_\_\_\_\_ Tenant \_\_\_\_\_ If Tenant, Date of Lease Expiration: \_\_\_\_\_

Address and business name for which this application applies: \_\_\_\_\_

\_\_\_\_\_

Describe your business and/or property. If vacant, describe plans for future occupancy and attach approved use & occupancy permit: \_\_\_\_\_

\_\_\_\_\_

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.), and the materials you plan to use.

\_\_\_\_\_

\_\_\_\_\_

**Attach current photos of property; cost estimates (two quotes) showing details of project; and drawings to show what is proposed (if applicable).**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Owner, if other than applicant: I hereby certify that I am the owner of this building/land on which the proposed FIG project is situated, and that the foregoing applicant, in filing a FIG application for approval by the FIG Committee, is acting with my knowledge and consent.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

**If you are located in a Baltimore Main Streets district, you will also need to submit this application to the local Design Review Committee. Main Streets districts are designated (\*) on the back of this page.**

**\*Information required for all commercial/retail businesses. If you do not have a use/occupancy permit at the time of application, you must have one prior to reimbursement. Please note that proposed work may require permits and minor privilege approval which is solely your responsibility.**

The FIG is a program of the Commercial Revitalization Division of the Baltimore Development Corporation.

## Façade Improvement Grant Information

Congratulations on your decision to apply for a Façade Improvement Grant (FIG). Before you proceed, make sure that your proposed project qualifies:

- The FIG program is targeted to existing commercial businesses and properties.
- The FIG program is generally targeted to the following areas:

*Belair-Edison	Greektown	Old Town
Brooklyn-Curtis Bay	*Hampden	Parklane
Dolfield	Hamilton	*Pennsylvania Avenue
*East Monument Street	Harwood	*Pigtown
Edmondson Avenue	Howard Park	Pimlico
*Federal Hill	Irvington	South Broadway
*Fells Point	Lauraville	*Waverly
Fort McHenry	Little Italy	1000-1600 W. Baltimore Street
Gardenville	Market Center	W. North and Hilton
*Govans	Mt. Washington	1700-2400 W. Pratt Street

- The FIG program cannot be used more than once in a one-year period for the same property.
- The FIG program cannot be used for new construction, acquisition, interior work, residential properties or rear facades.
- The FIG program cannot be used for work begun prior to receiving a commitment letter from BDC.
- The FIG program cannot be used for properties that are not in compliance with applicable zoning and urban renewal plans, unless the FIG will bring the property into compliance.

### **Design Guidelines**

1. The project should make a noticeable contribution to the revitalization of the commercial district.
2. If the business district is pedestrian-friendly, where people enjoy walking, then the project's design and should be in harmony with the character of the area. If the surrounding district is not pedestrian-friendly, then the project should begin to transform the area. Signs, ground floor windows and doors, lighting, and other decorative elements should be designed to appeal to pedestrians.
3. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary, the new materials should match the materials being replaced in design, color, texture, and other visual qualities.
4. Contemporary design for alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural, and cultural materials of the building and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

**Permitting and code requirements:** Contractors must secure required building permits and minor privilege permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law.

**Timeframe:** Construction must begin within 30 days after the contract is executed and be complete within 60 days thereafter, unless otherwise approved in writing by the FIG committee.

**Change orders:** The committee must approve all change orders in writing. Approval of change orders does not alter the original amount of the grant.

**Maintenance of improvements:** As part of the grant closing, the applicant shall agree in writing to maintain all improvements made per the approved plans in their finished state for a period of five years following completion of the project.

The FIG is a reimbursable grant program. The applicant pays for all of the work; BDC reimburses the applicant after the work is completed, consistent with the scope of work agreed upon in the application.

\*In Main Streets and Main Street affiliate areas, you may be eligible for free architectural assistance.