



FAÇADE IMPROVEMENT GRANT OPPORTUNITY TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET PROGRAM

*Vision: To improve the quality of life for those that live, work and visit Tybee Island and enhance the cultural experience
While preserving the community's barrier island heritage.*

WHY & HOW

- The purpose of the Façade Improvement Grant Program is to encourage renovation and rehabilitation of commercial structures within the City of Tybee Island. Applicants may receive assistance, through the available grants provided by the Development Authority / Main Street Program, in undertaking improvements designed to enhance the visual experience and promote pride within the community to strengthen the economy and sense of place.
- Funding for this program is available for four (4) projects within the current fiscal year. Therefore, merchants / commercial property owners are encouraged to apply immediately for consideration.
- Grant applications are due by the 1st of the month that it will be considered.
 - The City's Historic Preservation Commission reviews applications for buildings listed on the current Historic Resource Surveys.
 - The Program's Design Committee reviews applications for newer buildings.
- Reimbursement is only for approved expenses as submitted for improvements of building façade.
- One grant per building storefront, per 12-month period upon completion of project is allowed.

GRANT ELIGIBILITY

- Façade improvement projects may include signage, landscaping, and/or building improvements to front of business (i.e. awning, paint, trim, and door).
- Grants are limited to one (1) / business or one (1) / storefront.
- Grant reimbursement is a 50% match, with a maximum of \$2,500.
- The improvements must be in harmony with the City of Tybee Island's ordinance, building codes and Master Plan, compliment the surroundings, and add to the historic context of the area.
- Historic buildings are significant to maintaining the authenticity of Tybee. Improvements to these buildings have specific standards which are detailed on page 2.
- All applicable documentation must be submitted with the application in order to be considered.
- Business Owner / Applicant must have a current business license and have no outstanding debts to the City.

GRANT APPLICATION PROCESS

- Discuss project with the Dev'l. Authority / Main Street Executive Director (Staff), complete and submit the application. Application consideration will **not** occur until both parties have met. Design examples and assistance are available.
- Staff will review the application and provide submitted information for consideration by the Committee or HPC. The recommendation will then be considered by the Dev'l Authority / Main Street Board of Directors at their next meeting.
- Staff will notify the applicant of the Board's determination in writing within 15 days of their meeting.
- Once the approved project has been completed as proposed and in compliance with the requirements, reimbursement will be made for the approved amount.
- Reimbursement is void if approved work is not completed with final inspection approved by the Building Official within twelve months of receiving grant approval.

TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET FAÇADE IMPROVEMENT GRANT: APPLICATION FORM

STANDARDS FOR IMPROVEMENTS TO HISTORIC BUILDINGS

Tybee Island has a rich and varied history that is reflected by its historic structures. In addition to the charm of a historic structure, preservation of these contributing structures is important to the Main Street program and the status of Tybee Island as a Certified Local Government, and can also afford the opportunity for individual property owners to receive Federal and State tax credits if preservation standards are adhered to. On a civic level, these individual structures also anchor the larger historic setting that gives Tybee Island its distinct and quirky character. To this end, façade improvements should be designed to highlight the character defining features of structures rather than mask or obscure their architectural elements. As each historic structure is unique, identification of character defining features is an important first step in designing sympathetic façade improvements.

The Standards (Department of Interior regulations, 36 CFR 67) pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards (below) are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

TYBEE ISLAND DEVELOPMENT AUTHORITY / MAIN STREET FAÇADE IMPROVEMENT GRANT: APPLICATION FORM

PLEASE PRINT LEGIBLY.

ATTACH ADDITIONAL PAGES AS NECESSARY.

This form must be submitted to the Program's Executive Director prior to the 1st of the month in order for the HPC/Design Committee to review and make a recommendation to the Development Authority/Main Street Board of Directors. The application and checklist must be complete in order to be considered for grant funding.

APPLICANT: _____

PHONE NUMBER: _____

BUSINESS NAME: _____

TYPE OF BUSINESS: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER*: _____

EMAIL ADDRESS: _____

WILL ASSISTANCE FROM THE DESIGN STUDIO BE REQUESTED? **Yes** _____ **No** _____

DESCRIPTION OF PROJECT: _____

COST: _____

\$ _____

\$ _____

\$ _____

Estimated Project Start Date: ____/____/____

Estimated Total Project Cost: \$ _____

Estimated Project End Date: ____/____/____

Reimbursement Funds Requested: \$ _____

- (Note: To receive reimbursement, project must be completed as described. All expenditures must be documented. Upon project completion, submit invoices and cancelled checks along with the final expense total, a copy of the Building Permit and a digital after photo.)

CHECKLIST OF ATTACHED INFORMATION FOR APPLICATION:

Project plans with specifications _____ Design details _____

Current photograph of property _____ HPC Signature Page (if applicable) _____

Approved Building Permit _____

*Letter of project approval from property owner (if applicable) _____

By signing below, I agree that all information provided is to be considered by the HPC/Design Committee for recommendation to the Dev'l Authority / Main Street Board of Directors. I understand that the Façade Improvement Grant must be used for the project described in this application and that the project must be fully completed and approved before reimbursement will be provided. I agree that any unauthorized or unapproved changes to the project submitted will cause my application / reimbursement to be voided.

SIGNATURE _____

DATE _____