

## TOWN OF BEL AIR FAÇADE IMPROVEMENT PROGRAM

### **Intent & Scope**

The goal of the Bel Air Façade Improvement Program is to improve the exterior appearance of buildings in the Town's commercial areas in order to attract new businesses, maintain existing businesses and make Bel Air a desirable place for individuals and families to shop, conduct business and reside. The program awards matching funds based on a competitive process, for upgrades and improvements of building exteriors and signage. Funds may be used to pay for labor, materials and design, permitting fees for improvements such as, but not limited to, exterior painting, refacing, masonry pointing, window and door replacement, awnings, signage and restoration to original appearance or finishes. Structural repairs, interior work and non-visible roof repairs will not be eligible for funding. An approved list of architects, contractors and/or design professionals will not be specifically identified in order to foster an atmosphere of fairness and objectivity. However, members of the Bel Air design community have been actively involved in the development and administration of the Façade Improvement Program. The program provides funds for approved improvement to buildings and signage located within the area defined as the Bel Air Façade Improvement Project Area (see attached map).

**Project Area** – See attached map

### **Program Summary**

#### Eligibility

- Property owners within the Bel Air Façade Improvement Project Area.
- Building tenants within the Bel Air Façade Improvement Project Area with written approval of the building owner.
- **The project must receive written approval from the Committee and from Maryland Historical Trust prior to commencement of proposed work.**

#### Application Review

Applications for matching funds must be submitted to the Bel Air Façade Improvement Program Committee. The Committee is comprised of the following individuals:

- The Executive Director of the Bel Air Downtown Alliance
- President of the Bel Air Downtown Alliance
- Director of the Bel Air Department of Planning
- Director of the Bel Air Department of Economic Development

#### Application Components

- A completed Bel Air Façade Improvement Program Project Application and all required attachments (including, but not limited to, photographs of the current building

- façade, plans or sketches of proposed improvements, insurance and financing documentation).
- A description of the proposed improvements, along with two cost estimates from licensed contractors.
  - A letter committing to making the proposed building improvements and contributing a minimum of 50% of the funding to the project.
  - An agreement stating that all funded improvements will remain on the property and be maintained for five years, or the applicant will reimburse the Program for utilized funds on a pro-rated basis, except in the case of a written agreement between all of the parties.
  - Any project specific information or documentation requested by the Committee.

The Committee will review, qualify and score all funding applications based on the following factors:

- Quality and completeness of the application
- Project conformance with applicable codes and design guidelines
- Degree of improvement offered by the project
- Overall impact of the project
- Financial feasibility and viability of the project

Project applications must achieve a minimum score to be considered for funding and must be approved by a majority of the Committee's membership to receive funding.

#### Awarding of Funds

The Bel Air Façade Improvement Program Committee will award funds starting with the highest scoring project and continuing until available funds are exhausted.

**The maximum amount that can be awarded to one project is limited to \$10,000.  
(The minimum amount must be \$1,000).**

Applicants will be reimbursed for the cost of approved projects upon satisfactory project completion, as determined by a final inspection by the appropriate building official and designated representative of the Bel Air Façade Improvement Program Committee. Applicant must forward fund entire project cost. Façade improvement will be reimbursed after project completion and inspection. Maximum reimbursement will be 50%, up to a maximum of \$10,000.

#### Project Limitations

- Recently completed projects – within the last 12 months.
- To be considered for funding, a building must be structurally sound.
- Work on funded projects must begin within six months of receiving approval by the Bel Air Façade Improvement Program Committee. If it does not, the applicant must submit a written request for a three-month extension to the Committee at least 30 days prior to the expiration of the initial six-month period. If the Committee declines the request for extension, it may award the funds to another approved project.

- Work on funded projects must be completed within one year of construction initiation.
- Work on funded projects must be completed by licensed contractors and comply with all applicable codes.
- In order to be eligible for funding, the project must receive written approval from the Committee and from Maryland Historical Trust prior to commencement of proposed work.

**\*I hereby consent to the conditions as outlined in the Program Summary section of this document and agree to complete the renovation project as proposed in this application.**

Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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Building Owner  
(if other than applicant)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

BEL AIR FAÇADE IMPROVEMENT PROGRAM

PROJECT APPLICATION

PROJECT ADDRESS: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Description of Project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Ownership:

1. Do you own or lease the property on which the façade improvements will be made?  
\_\_\_ Own \_\_\_ Lease \_\_\_ Have a purchase agreement?
2. If you lease, what is the expiration date of the lease? \_\_\_\_\_
3. Name, address and telephone number of the owner of record for leasehold properties:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. If no, does your lease allow you to make the proposed improvements at your own cost?  
\_\_\_ Yes \_\_\_ No
5. How long have you been a tenant at this location? \_\_\_\_\_

PROJECT FUNDING INFORMATION:

Proposed Sources for Funding:	Amount	Interest Rate	Term
Applicant Equity:	_____	N/A	N/A
Bank Loan	_____	_____	_____
Other:	_____	_____	_____
<b>FIP Funds Requested*</b>	_____	N/A	N/A
Total Project Cost: _____			

\*See Program Materials for Maximum Matching Grant Funds

1. For Projects requiring Bank Loans: Has a loan application or request been made to the bank at this time? \_\_\_ Yes \_\_\_ No If yes, please provide the name of bank and contact name:

\_\_\_\_\_  
\_\_\_\_\_

2. Are you in default or delinquent on any outstanding debt concerning your business operation or location costs? \_\_\_ Yes \_\_\_ No If yes, to what extent are you in arrears (length of time and amount delinquent)?

\_\_\_\_\_  
\_\_\_\_\_

OTHER REQUIREMENTS:

Include two copies of the following in the order listed:

- a. Completed application
- b. Color photographs of façade which will be improved
- c. Plans, specifications, concept sketch and narrative of proposed improvements
- d. Proof of Fire and Extended Insurance Coverage for Building and Property, as well as Flood Insurance, if applicable
- e. Financing documentation, including commitment letters from lenders participating in the project, if applicable
- f. Copy of property's deed/lease
- g. If leased property, a signed statement of permission for the proposed improvements signed by the owner-of-record
- h. Name, address, license number and phone numbers of proposed designers and contractors (if applicable)

i. For projects ranked for funding, plans and specifications will be required.  
FIP Committee Official Use Only:

- Receipt Date of Application \_\_\_\_\_
- Program Area: \_\_\_ Yes \_\_\_ No Priority Funding Area: \_\_\_ Yes \_\_\_ No
- Property Maintenance Code Violations: Yes/No
- Property Passes Basic Conditions Test: Yes/No
- Project Will Make a Positive Contribution to Alliance Objectives: Yes/No
- Forwarded to Historic Preservation Commission \_\_\_\_\_
- Historic Preservation Commission Approval \_\_\_\_\_
- Forwarded to NBDP \_\_\_\_\_
- MHT Approval \_\_\_\_\_
- Grant Agreement Authorized \_\_\_\_\_
- FIP Funds Allocated \$ \_\_\_\_\_ .00
- Program Year: 20\_\_\_\_\_