

# COMMERCIAL CORRIDORS FACADE IMPROVEMENT PROGRAM



## PROGRAM GUIDELINES

**APPLICATIONS MUST BE RECEIVED AND APPROVED IN WRITING BEFORE FACADE CONSTRUCTION BEGINS. GRANTS WILL NOT BE AWARDED TO PROJECTS THAT ARE UNDER CONSTRUCTION OR COMPLETED.**

The City of Greenville's Commercial Corridor Facade Improvement Program (CCFIP) provides financial assistance to commercial property owners and business owners/managers located in designated commercial corridors for qualified exterior building and site improvements. The purpose of the CCFIP is to support the revitalization of the City's commercial corridors by stimulating private investment in high-quality improvements that enhance the appearance of buildings and properties, eliminate blight, address non-conforming design standards and stimulate private investment to aid in the revitalization of the City's commercial corridors.

### **FUNDING:**

Program funding is limited; this program is administered contingent upon available funding.

### **ELIGIBILITY:**

**Eligible Applicants:** Eligible applicants include owners of commercial properties and business owners/managers located in designated commercial corridors within the City of Greenville. Business owners/managers leasing a building for which improvements are proposed must submit a *Property Owner Consent Form* with their application. Properties with a zoning classification of C-4 Central business district are not eligible under the Commercial Corridor Façade Improvement Program but are eligible to apply through the Downtown Façade Improvement Program. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the CCFIP.

### **Eligible Areas:**

- Augusta Street (Vardry Street to Mauldin Road)
- Buncombe Street (Heritage Green Place to Pete Hollis Boulevard)
- Haywood Road
- Laurens Road (I-385 to I-85)
- Pendleton Street
- Pete Hollis Boulevard
- Pleasantburg Drive
- Rutherford Street
- Stone Avenue
- Wade Hampton Boulevard
- Woodruff Road

### **ELIGIBLE EXPENDITURES:**

Expenditures eligible for reimbursement include those solely related to exterior building improvements (cosmetic and/or structural) and site improvements. Please see ("Attachments A and B") for guidelines regarding eligible and ineligible expenditures.

### **APPLICABILITY:**

Please reference the City of Greenville Land Management Ordinance: *Design Standards and Guidelines for Non-Residential Development, Sign Regulations, Landscaping Standards and Exterior Lighting Standards*. Applicants are responsible for obtaining all necessary governmental permits and authorizations. All work must be completed by licensed contractors, legally operating in the City of Greenville.

**Exterior Building Improvements:** The *Design Standards and Guidelines for Non-Residential Development* shall apply to new construction, renovation or reconstruction of existing structures that exceed 25% of the current fair market value of the structure. For purposes of this program, proposed improvements that do not exceed 25% of the current fair market value must strive to meet the intent of these standards to the extent practicable. Improvements made to existing buildings will receive priority for funding. However, grants for new construction may be considered.

### **APPLICATION PROCESS:**

- Applicants must submit the following information:
  - Completed application
  - Photographs of existing building and site
  - Plans and/or elevations of proposed improvements
  - Detailed description of materials including color samples and product specifications
  - Detailed itemized cost estimates/quotes for proposed exterior building and site improvements
  - IRS W-9 Form
  - City Vendor Form
  - Property Owner Consent Form (if applicant is not the property owner)
  
- Following review of the application by the CCFIP Committee, written notification will be provided to the applicant stating whether the application was approved as submitted, approved with changes or disapproved. If approved, the notification will include the estimated reimbursement amount. The estimated reimbursement amount is based on cost estimates/quotes for eligible expenditures submitted by the applicant with the application. **Final reimbursement is recalculated based on paid receipts for eligible expenditures documented and submitted by the applicant upon project completion.**

### **RIGHTS RESERVED:**

- The CCFIP Committee reserves the right to request further information from the applicant or visit the applicant's property to evaluate the merit of the applicant's proposed improvements.
  
- The CCFIP Committee reserves the right to request modifications of a proposed design. If the applicant chooses not to make the requested modifications, the CCFIP Committee reserves the right to deny funding.

- The CCFIP Committee reserves the right to deny funding to applicants who are delinquent in the payment of fines or fees, projects that are found to be noncompliant with the conditions of the program and projects that are not constructed according to approved plans.
- The CCFIP Committee reserves the right to deny funding to projects not completed within one year of approval.
- The CCFIP Committee reserves the right to approve reimbursements greater than the maximum allowable if: a. the proposed improvements far exceed what is required by the City's Land Management Ordinance; b. the project has the potential to make a significant economic impact on the surrounding area; c. the project is catalytic in nature; and d. the project meets the goals and objectives set forth in the GVL2040 Comprehensive Plan.
- The CCFIP Committee reserves the right to consider applications for properties outside of the designated commercial corridors if: a. the proposed improvements far exceed what is required by the City's Land Management Ordinance; b. the project has the potential to make a significant economic impact on the surrounding area; c. the project is catalytic in nature; and d. the project meets the goals and objectives set forth in the GVL2040 Comprehensive Plan.

#### **REIMBURSEMENT PROCESS:**

**Final grant reimbursement is recalculated based on paid receipts for eligible expenditures documented and submitted by the applicant upon project completion.** Applicants who qualify for a reimbursement grant must document all expenditures and submit proof of payment (receipts, paid invoices, final contractor billing statements, etc.) for all eligible improvements within 60 days of completion. **Documents must be submitted in Portable Document Format ("PDF") file format.** Documents submitted for reimbursement will clearly define and itemize expenditures that pertain specifically to the exterior building and site improvements. Once construction is complete, the CCFIP will verify improvements were constructed in accordance with the approved plans. The city will then provide the applicant a one-time reimbursement.

#### **REIMBURSEMENT FORMULA:**

The reimbursement formula for Commercial Corridors provides a one-time reimbursement for qualified exterior building and site improvements. Applicants are eligible for a 50% reimbursement on expenses equal to or less than \$10,000.00 and a 30% reimbursement on additional expenses greater than the initial \$10,000.00 spent. The maximum reimbursement is \$10,000 per property.

*Example: If an applicant's total approved eligible expenses equal \$26,666.68, he/she would be eligible for a \$10,000.00 reimbursement grant.  $[(\$10,000.00 \times 50\%) + (\$16,666.68 \times 30\%)] = \$10,000$*

#### **REIMBURSEMENT FORMULA FEATURED COMMERCIAL CORRIDOR (WADE HAMPTON):**

The reimbursement formula for the "Featured Commercial Corridor" provides a one-time reimbursement for qualified exterior building and site improvements. Applicants are eligible for a 50% reimbursement on expenses equal to or less than \$10,000 and a 30% reimbursement on additional expenses greater than the initial \$10,000.00 spent. The maximum reimbursement is \$25,000.00 per property.

*Example: If an applicant's total approved eligible expenses equal \$76,666.68, he/she would be eligible for a \$25,000.00 reimbursement grant.  $[(\$10,000.00 \times 50\%) + (\$66,666.68 \times 30\%)] = \$25,000.00$*

**ATTACHMENT A**

**COMMERCIAL CORRIDORS  
FACADE IMPROVEMENT PROGRAM**



**GUIDELINES – ELIGIBLE EXPENSES**

ARCHITECTURAL/HISTORIC FEATURES (PRESERVATION, CLEANING, REPAIR, REPLACEMENT)
AWNINGS, CANOPIES, SUNSHADES
CORNICE REPAIR
DECKS/PATIOS
DOOR REMOVAL AND REPLACEMENT
ENCLOSURES/SCREENING (FOR EQUIPMENT AND/OR TRASH VISIBLE FROM PUBLIC RIGHT-OF-WAY)
EXTERIOR TRIM WORK
EXTERIOR WALL FINISHES
GUTTERS AND DOWNSPOUTS
LANDSCAPING (ONLY LANDSCAPING IMPROVEMENTS THAT BRING SITES INTO COMPLIANCE, TO THE EXTENT PRACTICABLE, WILL BE CONSIDERED)
LIGHTING
MASONRY REPAIRS AND TUCKPOINTING
PAINTING
PARKING LOT IMPROVEMENTS
POWER WASHING/SANDBLASTING
PROFESSIONAL FEES (ARCHITECTS, ENGINEERS OR OTHER DESIGN CONSULTANTS ASSOCIATED WITH THE PRODUCTION OF DOCUMENTS REQUIRED FOR SUBMISSION) *PERCENTAGE PERTAINING TO EXTERIOR BUILDING AND SITE IMPROVEMENTS
PREVIOUS RECIPIENTS OF A COMMERCIAL CORRIDOR FAÇADE IMPROVEMENT GRANT (7 YEARS OR GREATER)
ROOFING AND/OR ROOFING REPAIRS (PERCENTAGE VISIBLE FROM PUBLIC RIGHT-OF-WAY)
SIDE AND REAR IMPROVEMENTS MAY BE ELIGIBLE IN CASES WHERE IMPROVEMENTS ARE VISIBLE TO THE PUBLIC FROM PUBLIC RIGHT-OF-WAY
SIDEWALK IMPROVEMENTS
SIGNAGE
STOREFRONT MODIFICATIONS
WINDOW BAR REMOVAL AND DISPOSAL
WINDOW REMOVAL AND REPLACEMENT

## ATTACHMENT B

### COMMERCIAL CORRIDORS FACADE IMPROVEMENT PROGRAM



#### GUIDELINES – INELIGIBLE EXPENSES

AMENITIES (NON-PERMANENT AMENITIES INCLUDING BUT NOT LIMITED TO BIKE RACKS, PLANTERS, PLANTS FOR PLANTERS, UMBRELLAS, OUTDOOR TABLES, BENCHES, WATER FOUNTAINS AND DRINKING FOUNTAINS)
DEMOLITION
ENCLOSURES/SCREENING (EQUIPMENT AND/OR TRASH ENCLOSURES NOT VISIBLE FROM PUBLIC RIGHT-OF-WAY)
PERMIT FEES, INSURANCE FEES, MANAGEMENT FEES, TAP FEES, UTILITY FEES, WASTE DISPOSAL FEES, EQUIPMENTAL FEES (DUMPSTERS, LIFTS, PORTA POTTY, ETC.)
HEATING AND AIR SYSTEMS
IMPROVEMENTS NOT VISIBLE FROM PUBLIC RIGHT-OF-WAY
IMPROVEMENTS REQUIRED DUE TO VIOLATION OR CITATION
INTERIOR IMPROVEMENTS/RENOVATIONS
LEAD HAZARD ABATEMENT
ORDINARY MAINTENANCE AND REPAIR. IMPROVEMENTS CLASSIFIED AS ORDINARY MAINTENANCE AND REPAIR ARE INELIGIBLE (DEFINED AS: "ANY WORK INVOLVING THE IN-KIND REPLACEMENT OF EXISTING MATERIAL WITH EQUIVALENT MATERIAL FOR THE PURPOSE OF PROTECTIVE OR PREVENTATIVE MEASURES TO KEEP A STRUCTURE OR ITS SYSTEMS IN GOOD WORKING ORDER, AND WHERE THE PURPOSE OF SUCH WORK IS STABILAZATION, AND FURTHER, WHERE SUCH WORK WILL NOT MAKE A NOTICEABLE CHANGE IN THE EXTERIOR APPEARANCE OF THE RESOURCE")
PROPERTIES PREVIOUSLY AWARDED A COMMERCIAL CORRIDOR FAÇADE IMPROVEMENT GRANT (7 YEARS OR LESS)
PROPERTY ACQUISITION
REFINANCING OF EXISTING DEBT
SWEAT EQUITY OR UNPAID LABOR PERFORMED BY THE OWNER, FRIENDS, RELATIVES, ETC. CANNOT BE USED AS A PORTION OF THE COST INCURRED IN THE IMPROVEMENT PROJECT. LABOR COSTS WILL BE REIMBURSED ONLY IF PERFORMED BY A LICENSED CONTRACTOR LEGALLY OPERATING IN THE CITY OF GREENVILLE.