

Town of Oak Island

Façade Improvement Grant Program



ABOUT THE PROGRAM

The physical appearance and curb appeal of the Town of Oak Island's commercial districts are important to the entire town, its history, image, and economy. Proper improvements to the exterior appearances of individual buildings are encouraged and will help develop an appropriate image and foster revitalization. Therefore, it is important that an organized and coordinated approach to exterior improvements be followed. The Façade Improvement Grant (FIG) Program is an opportunity for qualifying building owners and/or tenants to obtain grant funds to facilitate and accomplish these goals.

FUNDING

Facade grants will match up to 50% of the cost of improvements. The program will award a minimum of \$250 and a maximum of \$10,000 to each applicant per project. Only one application will be accepted per property per year. Grants are subject to available funding. A grant must be approved prior to commencement of any construction work, or reimbursement may not be assured. Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to receipt of the grant. Projects will be accepted on a first come - first served basis.

GRANT PROCESS

- 1 Pre-Submittal Meeting:** Property owner or tenant reviews the Façade Improvement Grant package and meets with the staff to discuss the proposed work. Applicant arranges meeting with the Economic Development officer. Applications must be for commercial use located in zones CB, CLD or CR.
- 2 Estimate of Work:** The applicant contacts two contractors for itemized cost of the proposed work in the grant application.
- 3 Submit Application:** Grant applications are reviewed as received and funding will be awarded on a first come first served basis as funding is available and approved. Property owner must be in good standing with the Town of Oak Island with no outstanding fines or violations to be eligible for grant funding.
- 4 Staff Review:** Staff reviews application for completeness and adherence to the Town of Oak Island's Unified Development Ordinance (UDO) and NC Building Code.



5 Notification: Each applicant will receive a letter notifying them of approval or denial of the application and notifying them of any permit requirements.

6 Work Begins: Following approval of the application, work may begin. Work must be completed, as originally described in the submitted application, within two months of approval.

7 Extension of Deadline or Modification of Grant: A written request may be made to staff to extend the deadline. If more time is needed, the applicant must provide a written statement requesting extension for review and approval for additional two months.

8 Staff Final Review of Completed Work: Final inspections must be completed before reimbursement. Upon approval of work by staff the applicant may submit for reimbursement.

9 Reimbursement: After the applicant receives their approval letter and prior to the disbursement of the grant money, a W-9 form must be filled out and submitted. Additionally, a Misc. 1099 form will be mailed at the end of the year that the applicant must complete.

To claim grant repayment, the following must be submitted to the EDO:

- A copy of the approved application.
- Paid invoices, canceled checks, or other acceptable forms of proof of payment.
- Before and after pictures of all improvements.



QUOTES

Two quotes must be provided with each Facade Improvement Grant application. These shall include a complete description of the proposed work. These quotes must comply with the following criteria:

- The quote must be itemized for each repair.
- Materials must be specified for any replacement of materials.
- If painting, show the proposed color.
- Identify methods that will be used when cleaning facades.
- If applying for more than one facade, separate quotes shall be provided for each facade.



EXAMPLES OF IMPROVEMENTS

Improvements may include, but are not limited to the following:

- Exterior painting/repainting
- Improving/renovating the exterior
- Cleaning of storefronts
- Installation of code-compliant signs
- Public art and decorative elements
- Landscaping enhancements
- Lighting improvements
- Outdoor seating/recreational area

Program Contact
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Economic Development Manager
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(910) 933-6344

Façade Improvement Grant Application



Applicant Information

APPLICANT NAME:

BUSINESS NAME OR BUILDING NAME:

BUSINESS ADDRESS:

CITY, STATE, ZIP:

EMAIL, PHONE:

TYPE OF BUSINESS, DATE BUSINESS OPENED:

PROPERTY OWNER:

OWNER'S MAILING ADDRESS:

CITY, STATE, ZIP:

EMAIL, PHONE:

PROPERTY OWNERS SIGNATURE, DATE:

PRINTED NAME, TITLE:

Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from the property owner.

Project Information

PROJECTED COST OF IMPROVEMENTS:

OFFICE USE ONLY:

Application Received on:

Approved/Denied on:

Inspected on:

Paid:

DESCRIPTION OF PROJECT:

Use space below. Attach supplementary information include drawing, colors, and material samples.

Certification and Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that the Town of Oak Island reserves the right to reject any or all grant applications and to waive informalities.

APPLICANT SIGNATURE, PRINTED NAME, DATE:

APPLICATION APPROVED FOR:

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Application Denied

SIGNATURE OF TOWN REPRESENTATIVE, DATE:

AMOUNT PAID, DATE PAID: