

# City of Acworth Revitalization Grant Program

**PURPOSE:** To stimulate downtown development, improve the visual image of properties and generate pride in the community.

**REIMBURSEMENT TERMS:** Work will be reimbursed on a 50/50 basis with a limit of \$2,000. Façade improvements to buildings fronting Main Street between Lemon and Federal Streets are limited to \$1,000. Both costs and labor will be reimbursed, provided that the applicant supplies a minimum of two (2) competitive bids from qualified contractors. Funding must be approved before initiation of work. Funds are granted on a reimbursement basis following completion of work. All receipts for completed work must be submitted before funding will be made available.

## **ELIGIBILITY CRITERIA**

### **Eligible Participants (Open to Any Location within City Limits)**

- ◆ Business Property Owners
- ◆ Business Lessees with Written Authorization of the Property Owner
- ◆ Churches and other religious institutions
- ◆ Nonprofit organizations

#### Excluding

- ◆ National franchises
- ◆ Government offices

### **Eligibility Factors**

- ◆ One (1) facade grant is allowed per location every year based on anniversary date of award.
- ◆ Improvements must remain in place and be maintained in good order for a period of five (5) years; graffiti and vandalism will be repaired during this period. If improvements are removed or not maintained, the City may seek at its discretion reimbursement for the total amount of the façade grant, less a depreciation rate of twenty percent (20%) per year for the remaining period.
- ◆ Property taxes must be current and participants may have no debts to the City.
- ◆ Participating businesses must have a current business license.

### **Eligible Work (Exterior Improvements Only)**

- |  |   |   |
|--|---|---|
| ◆ storefronts  | ◆ gutters, downspouts                           | ◆ signs & graphics                                    |
| ◆ exterior lighting                                      | ◆ window & display areas                        | ◆ painting  |
| ◆ canopies & awnings                                     | ◆ exterior walls                                | ◆ doors   |
| ◆ front parking lots/streetscapes                        | ◆ back entrances (limited to DDA District)      | ◆ restoration of original façade                      |
| ◆ decorative elements: cornices, eaves, brick patterning | ◆ masonry cleaning (by gentlest means possible) | ◆ replacement or uncovering of architectural features |
| ◆ landscaping (permanent fixtures and perennials)        |   |   |

**Ineligible Work (Including but not limited to these examples)**

- ◆ roofs
- ◆ personal property & equipment
- ◆ general maintenance other than painting
- ◆ billboards
- ◆ interior window coverings
- ◆ security systems
- ◆ nonpermanent fixtures

**APPLICATION GUIDELINES**

**The application shall include:**

- ◆ estimation of total project cost, including specific material costs and a vendor quote for any item over \$500;
- ◆ photographs of the existing condition of the building or property;
- ◆ plans drawn to scale of the proposed improvement for any changes in structural appearance;
- ◆ specifications outlining the scope of work and building materials;
- ◆ color samples; and
- ◆ two (2) competitive bids from qualified contractors, if applicable.

Paint/finish colors will be reviewed and approved. In addition, a Certificate of Appropriateness for proposed work on an historic property must be obtained from the Historic Preservation Commission where applicable.

**Fees**

Façade grant applicants will be charged a non-refundable application fee of \$25. In addition, the applicant will be responsible for any building permit fees required for the proposed work.

**Planned Work**

- ◆ Planned improvements should preserve the architectural integrity of the structure and restore, if possible, the original building facade.
- ◆ Planned improvements of historical buildings should be in harmony with the Secretary of the Interior's Standards for Rehabilitation.
- ◆ Planned improvements must be in harmony with Acworth ordinances and building codes.
- ◆ The surface cleaning of structures must be by the gentlest methods available.
- ◆ Sandblasting of brick masonry is strictly prohibited.
- ◆ The size, color, and shape of a sign should conform to the building's period, compliment the building, and add to the historic flavor of the area.
- ◆ Signage must comply with local sign ordinances.

**APPLICATION REVIEW**

The Acworth Revitalization Grant Review Committee (ARGC) shall be appointed by the Mayor and Board of Aldermen and shall include five (5) members: one (1) representative each from the Downtown Development Authority, Historic Preservation Commission and the Planning and Zoning Commission, and two (2) citizens of the City

of Acworth. Members shall serve for a period of one (1) year.

Applications will be reviewed on a first-come, first-served basis. The deadline for applications will be the 1st day of each month. The Downtown Development Authority Director will review applications to determine if they meet the eligibility criteria and application guidelines for approval and shall make a recommendation to the ARGC. The ARGC will meet on the 4<sup>th</sup> Thursday of each month in which applications are received at 7.00 p.m. in City Hall to approve, deny or table all pending applications. The applicant is required to attend the ARGC meeting. The majority of the ARGC members present will vote to approve, deny or table all applications. The ARGC will state in writing the reasons for any denial or postponement of an application. The Mayor and Board of Aldermen will review all approvals of the ARGC for final consent action at their next regularly scheduled meeting.

**Applications will be judged by:**

- ◆ The extent the overall proposed project advances the goals of improving building appearance.
- ◆ The extent to which the project is compatible with the commercial area's established characteristics
- ◆ The impact of the project on downtown streetscape.
- ◆ The historic/architectural significance of the building.
- ◆ The original condition of the building and the need for the proposed change.
- ◆ The extent to which the original building features and/or significant modifications are preserved.
- ◆ The removal of historically inappropriate alterations.
- ◆ The prominence of the building.
- ◆ The quality of the work proposed.

The City of Acworth reserves the right to reject any or all applications or to negotiate changes in the proposed work.

**COMPLETION OF IMPROVEMENTS**

- ◆ Minor improvements (to be determined by the ARGC) must be started within thirty (30) days of City approval and completed within ninety (90) days or applicant will be required to reapply for funding.
- ◆ Major improvements (to be determined by the ARGC) must be started within ninety (90) days of City approval and completed within twelve (12) months or applicant will be required to resubmit application.

**REIMBURSEMENT**

At its meeting immediately following submission of the reimbursement request, receipts, and cancelled checks, the ARGC will review the completed project. Reimbursement approval will be contingent on conformance of work to approved plans.

## CHECKLIST FOR REVITALIZATION GRANT

- Pick up Acworth Revitalization Grant Program Guidelines and Application from Building Department or DDA Office.
- Take photographs of existing condition of the exterior of the building (or property) and formulate specifications outlining the scope of work and building materials.
- If applicable, obtain color samples, get competitive bids for labor, and draw plans to scale of the proposed improvement for any changes in structural appearance.
- Return completed application form and \$25 application fee (make check payable to City of Acworth) to Amanda Sutter, Director in the DDA office **no later than the 1st day of the month.**
- Application will be reviewed at the regularly scheduled Acworth Revitalization Grant Committee meeting (ARGC) at 7:00 p.m. on the fourth Thursday of each month in City Hall (Council Chambers). **Applicant is required to attend the meeting.**
- Applicant will be notified of ARGC recommendations to the Mayor and Board of Alderman concerning the application as well as the final action (approval or denial) of the Mayor and Board of Aldermen.
- See Building Department at City Hall to complete necessary permits. Permits must be issued and picked up before any work can begin.
- Minor projects must begin within 30 days of approval and be completed within 90 days. Major projects must begin within 90 days of approval and be completed within one year.
- After completion of project, mail COPIES of all contractor invoices and receipts/canceled checks to:  
Amanda Sutter, Director  
4415 Senator Russell Square  
Acworth, GA 30101
- Reimbursement will occur following approval of work.
- If you have any questions, please contact Amanda Sutter at (770) 974-8813

The City of Acworth reserves the right to reject any or all applications or to negotiate changes in the proposed work.

## CITY OF ACWORTH REVITALIZATION GRANT PROGRAM



**4311 SENATOR RUSSELL AVENUE  
ACWORTH, GA 30101**

## ACWORTH REVITALIZATION GRANT APPLICATION

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Project Address \_\_\_\_\_

Applicant is:  Owner  Tenant \*Requires Signature Below

Daytime Telephone Number \_\_\_\_\_

Areas to be involved in the façade improvement project

Exterior Wall(s)  Windows  Door(s)  Awnings  
 Sign(s)  Landscaping  Front Parking Lot or Streetscape

Brief description of work to be done, including the scope of work and building materials (attach additional pages if necessary):

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

Attach the following:

- ◆ **If paint or color improvements are planned, color chips must be submitted with the application. Please attach color sample if applicable.**
- ◆ Photographs of the existing condition of the façade.
- ◆ Plans drawn to scale of the proposed improvement for any changes in structural appearance.
- ◆ Estimation of material costs, including vendor quote for any item over \$500.
- ◆ Two (2) competitive bids from qualified contractors, if applicable.

Anticipated Total Project Cost \$ \_\_\_\_\_  
Grant Funding Requested \$ \_\_\_\_\_ (not to exceed \$2,000)

I understand that in order for my request for matching funds to be approved, I must agree to work with and follow the recommendations of the Acworth Revitalization Grant Committee (ARGC). I understand all work must comply with the Acworth Revitalization Grant Program guidelines. I also understand any changes in approved improvements must be approved or those improvements could forfeit funding for the above projects. I realize that I will be responsible for all work and cost of improvements until project is completed at which time I will submit invoices for review. I realize that grant funding will not exceed that approved by the ARGC. I agree to maintain the improvements in place and in good order for a period of five (5) years, repairing vandalism and removing graffiti as necessary, or I will be responsible for reimbursing the City for the total amount of the revitalization grant less a depreciation rate of twenty percent (20%) per year for the remaining period.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\*As owner of the above listed property, I consent to the proposed work as described in this application.

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

Application Received by _____	Meeting Date _____	
<input type="checkbox"/> Approved	Amount Granted \$ _____	Stipulations _____
<input type="checkbox"/> Denied	Major Improvement Project _____	Minor Improvement Project _____