APPLICATION

Contact: Jessica Harmon
Kingsport Development Services Department

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APPLICANT INFORMATION

Name:	
Phone:	Email:
Referred by:	

FOR OFFICE USE ONLY

Application Date:	
Approval Date:	Amount:
Tax ID number:	

PROPERTY OWNER INFORMATION

Name:		Years Owned:
Address:		Phone:
City:	State:	Zip:
Type of Ownership:	Owner's Signature-Improvements Approved:	

BUSINESS AND / OR PROJECT INFORMATION

Name of Business:		Business / Project Owner's Name:
Address:		Phone:
City:	State:	Zip:
Type of Business:		Upper floor use (*if applicable*):

PROPOSED IMPROVEMENTS

Storefront Improvements:	
Upper Façade Improvements:	
Estimated Date of Completion:	
Estimated Cost of Eligible Improvements:	Grant Amount Requested:

Check appropriately:

☐ I own the property in consideration ☐ I lease the property in consideration

I have read the Downtown Façade Grant Program and Design Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE:

DATE:

Kingsport Downtown Façade Grant Program

The **PURPOSE** of the Facade Grant Program is to encourage the revitalization of building facades and to improve the aesthetics of the City's Central Business District with grant assistance through the Kingsport Economic Development Board (KEDB), for the City of Kingsport, Tennessee.

Please use the space below to summarize the scope of work that the submitted application covers. Be sure to include proposed improvements (as well as long term maintenance of the improvements), how those improvements will benefit the downtown, and the proposed timeline for completion.

Program Guidelines

Eligibility Requirements

Please check each box to indicate acceptance of the eligibility requirement. Work that does not comply with the eligibility requirements is subject to reduction or retraction of award.

- ☐ All projects must be located within the established Central Business District (see attached map)
- ☐ All work must be done on a street facing side of an existing building
- ☐ All work must be done on the exterior of the building and result in a publicly visible improvement.
- ☐ The Building may be Existing or New Construction ("New" is a completely new structure on a clear site completed within the grant period)
- ☐ All work must be in compliance with approved Building and Fire Codes
- ☐ All work must be appropriate according to the Downtown Façade Grant Program's design guidelines.
- ☐ Project Cost must exceed $1,000 to be considered for a façade grant.
- ☐ Live and work studios should be classified as a commercial or mixed use building. Staff will conduct a site visit.
- ☐ Routine maintenance such as painting, masonry, signage and lighting must be part of a larger renovation project.
- ☐ New construction projects are eligible to apply for enhancements to the original design including upgraded materials, etc.
- ☐ Property owner must agree to maintain the property upon completion of the work.

Projects That Are Not Eligible

The following types of Projects or Properties are not eligible for the Downtown Façade Grant Program:

Projects/work completed prior to the last funding year (generally before April of the prior year)

Tax delinquent property

Property whose owner has any other tax delinquent property

Tax Exempt Property

Property in litigation

Property in condemnation or receivership

National Franchises or Retail Chain Stores

Work on the rear or unseen roof of the building is not eligible for a façade grant.

Downtown Façade Grant funds cannot be used to correct outstanding code violations, for property damaged by collision, acts of nature or occurrences covered by insurance.

Landscaping, Fences & Gates not integral to the façade of the building

Security systems

Air Conditioning and Heating Upgrades

Vinyl Awnings

Interior tenant finish or other interior work

Individual signage that is not part of a larger façade improvement project

Residential projects with no commercial component

Program Guidelines

General Criteria

Funding for the Façade Grant Program comes from the Downtown TIF district established through the Kingsport Housing and Redevelopment Authority. Availability of funding is reviewed every year.

Only one award will be allowed per property per year. Properties which are awarded multiple awards over several years may receive a reduced award based on amount of previous awards, completion and quality of work performed on previous awards, as well as the total number of applications being considered.

Plans for rehabilitation of structures should respect the architectural integrity of the entire building and the neighboring streetscape.

Materials that are compatible in quality, texture, finish and dimension to those previously approved projects in the district are encouraged.

Façade grants are not intended to be a partial solution to building in obvious disrepair and neglect. For these properties, the applicant must show a comprehensive proposal for the entire building's rehabilitation that would meet the current building and zoning codes in order to bring the property into occupiable condition.

Tenants may qualify for grant funding with the written consent of the owner of the building.

The City of Kingsport/KEDB/Façade Grant Review Committee will not be a party in negotiations between the applicant and contractors employed by the applicant. The applicant agrees to hold the aforementioned harmless of any defects in workmanship, liability, damages, or other costs relative to the project.

Goals of the Program

It is hoped that in addition to preserving the building facades, the program will:

- Provide an incentive for complete rehabilitation of the structures and construction of new structures in harmony with the character of the district.

Rehabilitation means the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient, contemporary use while preserving those portions which are significant to its historic, architectural and cultural values.

- Maintain a quality image consistent with the character of the surrounding area and the Downtown Design Guidelines for any new construction.
- Encourage the use of historic and architecturally significant commercial buildings in a manner that would continue to draw the public to the downtown.
- Increase the investment in downtown and raise property values for tenants and owners.
- Eliminate blighting influences and prevent deterioration of commercial properties in the Downtown Business District
- Conserve important existing building stock.

Program Guidelines

Application Review

Staff will determine if the application package that is submitted is sufficiently complete to review, and will forward the application to the Façade Grant Committee.

The Façade Grant Committee meets quarterly to review and score the applications. All applications are reviewed on a competitive basis and are considered in submission order. Eligible application packages are due 30 days prior to their meeting date.

The application package will be reviewed by the Façade Grant Committee to determine whether the project should receive a grant and determine the amount of the award. **The applicant will be required to make a presentation to the committee on the scope of the proposed project.** In making the determination, the committee will consider the following factors and will score higher those projects that are in a priority area or show additional efforts to meet the following criteria:

VISIBILITY: **Certain buildings are important to downtowns character because of their location, size and/or architectural details.**

DESIGN: **Some changes may benefit a property's aesthetics significantly.**

SUSTAINABILITY/ PERMANENCE: **Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant permanence.**

COMMUNITY CONTRIBUTIONS: **Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. Priority will be given to businesses that actively give to the community.**

Required Materials for Application

Application packages must include enough documentation to illustrate the visual impact of the project and its costs. ***Failure to provide required information will delay the review process****. The items submitted should include:*

- ☐ **A completed application form**
- ☐ **Written consent from property owner giving permission to conduct façade improvements.**
- ☐ **Color photographs of existing conditions *(before and after if applicable)***
- ☐ Detailed list of materials and colors to be used
- ☐ Drawings and any other documentation necessary to illustrate the visual impact of the proposed project.
- ☐ ***Submit quotes from licensed contractors for the proposed work***. In lieu of quotes receipts for work completed from same will be accepted. These proposals should give detailed information about the work to be done, the costs, and the project completion schedule. *All cost information should be provided on the attached spreadsheet. This will be compared to the final cost spreadsheet when project is complete.*
- ☐ Owners or merchants who are in contracting business and intend to perform work on their own properties or businesses, must furnish at least one quote other than their own to be done. You will not be reimbursed for your time working on your own building.
- ☐ **Completed Façade Maintenance Agreement**
- ☐ **HZC Certificate of Appropriateness *(as applicable)***

Award Reimbursement

Reimbursement shall be limited to no more than 50% of the total cost of eligible improvements, not to exceed $15,000 per building. All necessary government approvals, building permits, and taxes are not eligible items for reimbursement. Projects involving minor improvements to a single 25' wide storefront are typically awarded a maximum of $5,000.

Applications Timeline:

- **February 1** - Applications Due for **March Review**
- **May 1** - Applications Due for **June Review**
- **August 1** - Applications Due for **September Review**
- **November 1** - Applications Due for **December Review**

- **Quarterly Review Meetings** - Scores and deliberations considered by Façade Grant Review Committee

- **Approx. 1 Week following Review** - Awards announced

- **Funds available** at the next scheduled Kingsport Economic Development Board Meeting.

The Façade Grant Committee reserves the right to refuse reimbursements in whole or in part for work that:

- Does not conform to the program design guidelines.

- ***Do not conform to the proposals submitted with your application and approved by the Façade Grant Committee.***

- Are not commensurate with the workmanship and cost customary to the industry

- Are not completed within 180 days. Since the Façade Grant Committee cannot reserve funds indefinitely, a onetime extension of 180 days can be granted. After that, you will need to apply for consideration again. **All requests for extensions must be submitted in writing with an updated schedule of completion.**

Required Materials for Reimbursement

City Development Staff will inspect work to ensure that it complies with the approved plans. Upon completion please contact the Planning Development at (423) 343-9783 for an inspection. ***Any changes to the approved plan will require a written request from the applicant and approval by the Façade Grant Committee in order to retain the façade grant.***

NOTE: If the total cost of the project increases from initial proposal to final completion and funding is limited, the Façade Grant Committee may only award reimbursement for the original proposal.

Reimbursement can be expected in approximately **three (3) to six (6) weeks** after all of the following documentation has been submitted

- Copies of all paid invoices, canceled checks, and or bank statements for all of the façade work covered by grant. These must equal at least the required matching amount plus the amount of the owner investment. The invoices must be marked paid, signed, and dated by the contractors. ***Cash payments are not accepted.***

- All payments must be entered into the attached spreadsheet and proof of payment backup numbered to correspond to each line of the spreadsheet **(see example at the end of application).**

- Lien waivers cannot be substituted for canceled checks or bank statements.

- **Color photographs of completed project**.

- **Grantee is responsible for obtaining any permits required to complete the project. Cost of permitting cannot be part of the grant funding. Copies of the approved permits must be submitted prior to reimbursement.**

- **Copy of the Certificate of Occupancy or Completion from the office of the Building Official**

- **Certificate of Appropriateness from Historic Zoning Commission *(if applicable)***

Boundary Map

Internal Use Only

Applications will be evaluated by the Façade Grant Committee using this scoring system. In addition to the Scoring Criteria, applicants must meet all other program requirements outlined in the Program Guidelines to be considered for funding. Based on funding availability, the applicants with the highest combined scores from the Committee will be awarded. A score of 4 is the highest for each category and a score of 1 is the lowest for each category. **A total score of 30 points is required for funding.**

APPLICANT:_____ **PROPERTY ADDRESS:** _____

GRANT $ REQUEST: _____ **SCORER NAME:** _____

VISIBILITY: *Certain buildings are important to downtown's character because of their location, size and/or architectural details.*	
Key, highly visible elements of the building will be improved.	1 2 3 4
The building is highly visible due to its location (prominent intersection, larger than surrounding properties, etc.).	1 2 3 4

DESIGN: Some changes may benefit a property's aesthetics significantly.	
The plan is consistent with the Design Guidelines.	1 2 3 4
Proposed improvements will enhance the aesthetics of the building.	1 2 3 4
The proposed work compliments surrounding properties	1 2 3 4
Historic characteristics are enhanced and/or restored	1 2 3 4
Project is more than general maintenance items that haven't been addressed in some time	1 2 3 4

SUSTAINABILITY/PERMANENCE: Some improvements have a greater, lasting value than others and will remain relevant to the property over time. Priority will be given to projects with significant permanence.	
Improvements are more than temporary cosmetic touches. Improvements have lasting value and will enhance the integrity of the property.	1 2 3 4
Project includes a maintenance plan for the improvements.	1 2 3 4
Applicant plans to continually invest in the property to continue to improve the building as well as the use.	1 2 3 4

COMMUNITY CONTRIBUTIONS: Businesses that focus on the community as a whole build a better place for people to live, visit, work and play. Priority will be given to businesses that actively give to the community.	
Building is a blighted structure and proposed improvements will remove an eyesore from downtown.	1 2 3 4
Project will result in attracting more citizens to Downtown Kingsport	1 2 3 4

TOTAL:_____

The Downtown Façade Design Guidelines outline the standards, which should be followed when renovating buildings using a façade grant. These design guidelines take into consideration a building's historic significance in determining what would be an appropriate treatment. Projects that affect city-designated historic buildings also require a separate review by the City of Kingsport Historic Zoning Commission.

These guidelines will also assist property owners in understanding the context of the built environment in Kingsport's Downtown, and to help owners when they are faced with decisions about alterations and new construction. Also, for property owners faced with decisions about the repair, maintenance, rehabilitation and demolition of a building. These guidelines are not a rigid set of rules, rather, their purpose is to provide information to property owners and tenants about buildings, their distinct characteristics and suggest various appropriate ways to address design, repair, and rehabilitation issues.

The Design Guidelines are further explained through the use of photographs and illustrations. Examples given should not be considered the only appropriate options. In most cases, there are numerous possible solutions that meet the intention of the design guidelines, as well as the needs of the property owner. Simply because a design approach is not listed or illustrated does not mean that it is not acceptable.

How are the Design Guidelines Used?

Property owners, agents, developers, tenants and architects should use these guidelines when considering applying for a Façade Grant. This will help establish an appropriate direction for design. The applicant should refer to the guidelines at the outset to avoid efforts that later may be inappropriate.

The guidelines are employed in two ways during the grant review process:

- The Façade Grant Review Committee will use the guidelines when considering the appropriateness of grant monies to be expended for the application
- The Façade Grant Review Committee will also use the guidelines when considering level of grant funding awarded.

While it guides an approach to certain design problems by offering alternative solutions, it does not dictate a specific outcome and it does not require a property owner to instigate improvements that are not contemplated. The committee will consider the proposed projects on a case-by-case basis to determine if an adequate number of the relevant guidelines have been met. However, there is no set number of guidelines that must be met to gain approval. In making its determination, the committee's overall goals are to ensure that the proposed work complies with the goals of the program and that the overall character of the Downtown is enhanced. The design guidelines provide an objective basis for determining that these goals will be achieved.

I. Façade

The façade is the entire exposed exterior surface of a building that fronts a public street and contains the building's principal entrance. Any elevation not containing the main entrance but fronting on a public street exposed to public view will be considered a secondary elevation. Secondary Elevations may also be eligible for façade grants.

II. Storefronts

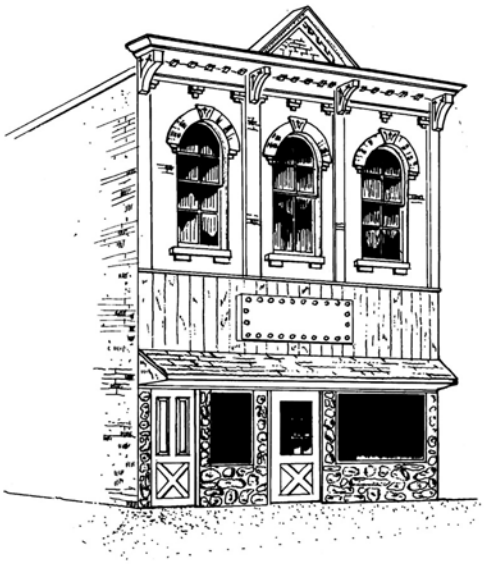
It is the intent of these guidelines that most buildings should have storefront-type glazing facing the street. When alterations are made to the first floor levels of buildings that presently have more opaque wall treatments, the façade grant program will usually require that storefront type glazing be installed that could accommodate retail uses in the future.

If an existing storefront is to be replaced, the new storefront should be traditional in character and include an appropriately designed bulkhead panel; large, undivided areas of clear glass display windows; a glazed transom surmounted by a storefront cornice; and a traditional, fully glazed storefront floor. The new storefront should fill the full height of the original masonry opening. Display windows should be of clear glass in pieces as large as is practical. ***Tinted or reflective glazing is not recommended.***

For historic buildings, all structural and decorative elements should be repaired or replaced to match or be compatible with the original materials and design of the building to the greatest extent possible. Buildings, that are an integral element of a historic streetscape, should reflect and complement the character of the surrounding area to the greatest extent possible.

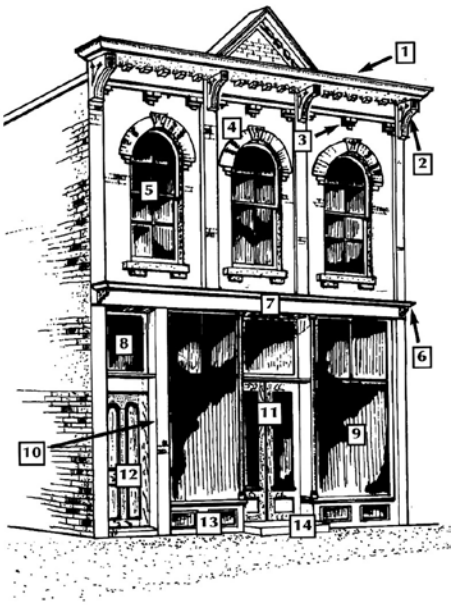
See the following for Pictorial example:

Storefront Before and After



BEFORE

1. UPPER CORNICE
2. BRACKET
3. CORBELLED BRICK DECORATION
4. WINDOW HOOD MOLDING
5. DOUBLE HUNG WINDOW UNIT
6. STOREFRONT CORNICE
7. SIGN ZONE
8. TRANSOM WINDOW
9. DISPLAY WINDOW
10. MASONRY PIER
11. DOUBLE LEAF ENTRY DOOR
12. DOOR TO UPPER FLOOR
13. BULKHEAD
14. ENTRY RECESS



AFTER

II. Masonry

Unpainted brick, stone or terra cotta should not be painted or covered. Previously painted masonry may be painted. If it is necessary to remove paint or clean unpainted masonry, use the gentlest methods possible. Sandblasting and other abrasive cleaning methods are not recommended. Repaint defective mortar by matching the original in color, style, texture and strength. Repair or replace deteriorated masonry with new masonry that duplicates the original material as closely as possible.

Textured Masonry Surface or Brick in a Vertical Bond

Brick or Terra Cotta

Stone Patterns

III. Upper Story Windows

Retain original upper story window openings that are visible from the public right-of-way. Retain the present configuration of window panes and sashes except when historic photographs indicate a more original condition. Avoid making additional openings or changes in the principal elevations by enlarging or reducing window-opening sizes. The intent is to restore the original window configuration not to create new designs. If the replacement of a window sash is necessary, the replacement should duplicate the appearance and design of the original window sash to the extent possible.

Avoid the filling-in or covering of openings with materials like glass-block. Avoid using modern style window units such as horizontal sliding sash, or fixed sash in place of double hung sash. Do not replace round head windows with square top windows.

Note the use of rounded top windows in the second story although they are painted

Note the difference in the second story windows – Use of fixed glass versus the sashed windows in the adjoining building

XII. Trim and Ornamentation

Retain and repair or replace character giving trim ornamentation including, but not limited to, window caps, carved stone work, ornamental plaques, storefront cornices and eaves cornices. Replacement should attempt to match the design, dimensions and material of the original trim and ornamentation.

Note the Detailed cornices at the Entrances

Additional Option for New Construction Projects

XIII. Awnings

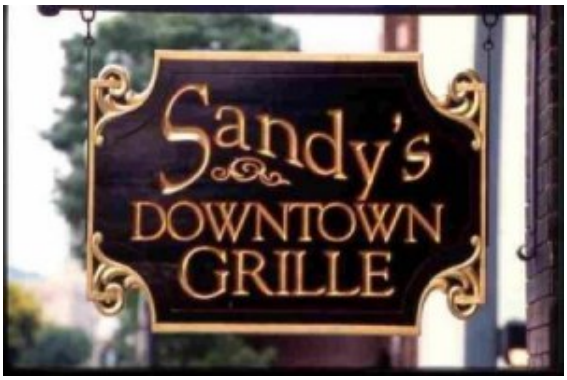
Awnings should be crafted to complement the age, style and scale of the building. Generally, traditional shed awnings are appropriate for most historic window, door, and storefronts installations. It is preferable that these awnings should be made of canvas or neoprene impregnated fabric instead of shiny vinyl with free-hanging valances, the flapping bottom pieces are characteristic of historic awnings. Fabric or fixed metal awning materials may be acceptable. Quarter-round awnings, modern mansard awnings, and other contemporary commercial designs with distended, fixed valances have no precedent in traditional awning design and are usually inappropriate for historic buildings. Backlit awnings and dome awnings are usually inappropriate.

XIV. Signage – All signage must be approved by the City of Kingsport Planning Department before a permit can be issued.

Fascia signs, placed on the fascia or horizontal band between the storefront and the second floor, were common nineteenth century signage. The fascia is often called the "signboard," and as the word implies, provided a perfect place for a sign--then as now and such signs usually gave little more than the name of the business and perhaps a street number. Modern internally lit box signs are not recommended.

Neon signage is generally discouraged.

Signs in the form of **plaques, shields, and ovals** were used on many nineteenth-century buildings. Such signs had the advantage of being easily replaced as tenants came and went. They also easily incorporated images as well as lettering.

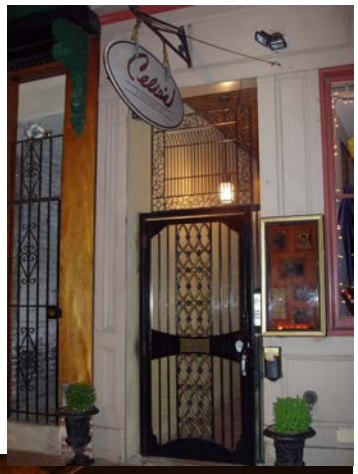


Hanging Signs are signs that project form a buildings wall and are supported by metal brackets. These signs can come in all shapes and sizes and are sometimes made in the likeness of objects and symbols associated with an actual type of business. These signs should project no more than four feet from the face of the building and should not obscure the signage of other nearby businesses. The signs and brackets should be designed to complement the architecture of the building and mounted in the mortar joints of masonry buildings. All projecting signs should be hung within the base zone of the building or parallel to the second story window. Internally lit and moving projecting signs are not recommended.

Display Window Lettering, is another common type of storefront signage that is painted on or etched into the interior side of display windows and glazed entry doorways. These signs should consist of lettering and/or a logo, and should not cover more than 1/5 of the area of the glass panel, and should not obscure the display area.

Transom Signs, are typically made of leaded glass letters that are built into the transom above the storefront display window or door. This can be illuminated at night with backlighting or illuminated from the lower interior part of the store lights. These signs can be made today by leaded glass craft workers and can be made as easily to remove panels.

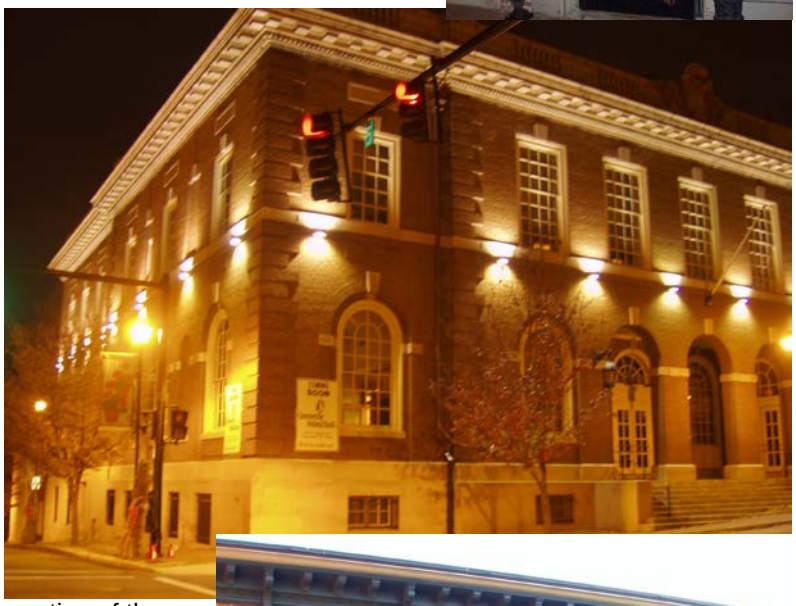
Awning Signs, allow the fringe or skirt of the awning, as well as the panel at the side as typical placement for a name or street number. Lettering on the main part of the awning is generally not permitted.



XV. Security Gates and Bars

The installation of exterior, permanent or retractable security gates or bars is highly discouraged. They are out of character with the architecture; create an impression that the area is unsafe, and ultimately hurt business. Less obstructive retractable interior security gates, security devices, alarm systems or unbreakable glazing material are preferred alternative security measures. Please note, the listed items are not considered as an eligible façade cost.

At right is an unusually sensitive security treatment

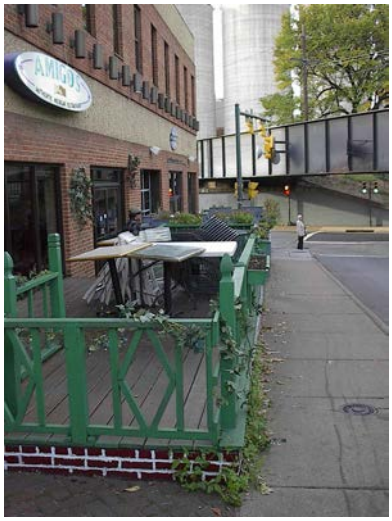


XVI. Exterior Lighting

Spot or flood lighting to highlight the architectural detailing of a building should be inconspicuous and blend with the wall on which it is mounted. No lights should move, flash or make noise.

XVII. Other Exterior Elements

Existing exterior fire escapes, ladders, standpipes, vents, etc. should either be painted to blend with the wall on which it is mounted.

XVIII. Landscaping & Fencing

In some projects landscaping and fencing will be considered. Simply installing fencing around a parking lot or a portion of the parking lot will generally not qualify for a façade grant. If fencing is part of a larger renovation project, it will be considered only if the fence has extraordinary architectural character such as a wrought iron fence with masonry piers. Common fences such as stockade, bound-on board, picket and chain link would not be eligible for a façade grant. Planter or retaining walls should be built of materials of the adjacent buildings. Generally, brick or other suitable masonry units would be considered while certain types of interlocking concrete block, landscaping timers, sidewalks, and curbs would not be eligible.