



Fells Point Development Corporation
Stronger Business - Unique Destination - Great Community
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Façade Improvement Grant ("FIG") Program Application

Applicant Name: _____ Zoning District: _____

Are you an MBE or WBE (circle one or both) *Use/Occupancy Permit # _____

*Tax ID # _____ Business License # _____

Applicant Mailing Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner Tenant _If Tenant, Date of Lease Expiration: _____

If property owner, provide proof of ownership Certificate of assessment
 Copy of deed

Address and business name for which this application applies:

Describe your business and/or property. If vacant, describe plans for future occupancy:

Are you requesting architectural services? Yes No

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.).

Have you attached or sent 2 current photos of property? Yes No

I agree to adhere to the Design Guidelines and all participation requirements through project completion.
 Applicant Signature: _____ Date: _____

Name (Print): _____

Owner, if other than applicant: I hereby certify that I am the owner of this building/land on which the proposed FIG project is situated, and that the foregoing applicant, in filing a FIG application for approval by the FIG Committee, is acting with my knowledge and consent.

Owner Signature: _____ Date: _____

Name (Print): _____

***Information required for all commercial/retail businesses. If you do not have a use/occupancy permit at the time of application, you must have one prior to reimbursement. Please note that proposed work may require permits and minor privilege approval that is solely your responsibility.**

SIGNOFF AND APPROVALS

Payment received _____ Cost Estimate Received _____
FPDC Design committee review _____ Commitment letter sent _____
Architect visit scheduled _____ Notice of work completion _____
Architect scheme received _____ Documentation received by FPDC _____
Receipt of DRC decision _____ Payment to applicant _____
Check number _____

Façade Improvement Grant (“FIG”) Program Guidelines

Administered by the Fells Point Development Corporation, with assistance from Baltimore Main Streets, the FIG program offers up to \$3,000 in grants, and in certain instances, design assistance to merchants and property owners in the Fells Point Main Streets district in order to improve the appearance of individual building facades, signs, awnings as well as the overall look of the retail district. The program’s goal is to leverage private improvements while making revitalization efforts affordable and creative.

Grants will be provided as a fifty percent (50%) match up to a maximum grant award on a single project of \$3,000. For example, a \$6,000 project would be eligible for up to \$3,000 grant. Note that certain activities cannot be applied to the applicant’s match, such as the correction of building code violations.

Before you proceed, make sure that your proposed project qualifies:

- The business must be within the boundaries of the Fells Point Development Corporation (FPDC) Main Streets program district, bounded by Central Avenue to the West, Chester Street to the East, Lombard Street to the North, and the water to the South.
- The program is targeted to existing commercial businesses and properties.
- The program cannot be used more than once in a one-year period for the same property.
- The program cannot be used for new construction, acquisition, interior work, residential properties or rear facades.
- The program cannot be used for work begun prior to receiving a commitment letter from FPDC.
- The program cannot be used for properties that are not in compliance with applicable zoning and urban renewal plans.
- Owners of multiple properties are eligible for additional grant assistance based on program funding availability.

How does the program work?

- ❖ Applicants submit an application and supporting documentation (photos, proof of property ownership) to the FPDC requesting matching grant funds.
- ❖ The FPDC design committee reviews the application in accordance with the guidelines; applications are approved on a first-come first-served basis; funding is not guaranteed throughout the entire year.
- ❖ Architectural services, where appropriate, may be provided.
- ❖ Applicants must submit project to Preservation Society Design Review Committee for approval.
- ❖ Applicant provides cost estimates to FPDC
- ❖ FPDC executes a commitment letter to applicant stating the amount to be reimbursed upon project completion.
- ❖ Applicants are responsible for obtaining all necessary building permits and contractors.
- ❖ FPDC reimburses applicant for pre-approved expenses upon completion of the work and evidence of payment of bills.

Eligible Use of Funds

- ❖ Labor, materials, fixtures and other contract items necessary for the proper execution and completion of façade rehabilitation
- ❖ Repair or alteration of exterior facades to recover and/or preserve significant historical and architectural features of the structure.
- ❖ Exterior painting
- ❖ Door and window replacement
- ❖ Installation of siding and trim treatments including awnings
- ❖ Appropriately scaled window areas for display or for looking into a retail business, restaurant or service business, with lighting to facilitate night viewing

- ❖ Signs which are attractively integrated into the architecture of the building including the window area, doorway and awning or canopy
- ❖ Removal of heavy, unattractive, roll-down security gates

Ineligible activities

- ❖ New construction
- ❖ Property acquisition
- ❖ Interior remodeling
- ❖ Residential use

Design Guidelines

1. The project should make a noticeable contribution to the revitalization of the Fells Point commercial district and should be visible from the public way.
2. Signs, ground floor windows and doors, lighting, and other decorative elements should be designed to appeal to pedestrians.
3. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary, the new materials should match the materials being replaced in design, color, texture, and other visual qualities.
4. Contemporary design for alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural, and cultural materials of the building and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Permitting and code requirements: Contractors must secure required building permits and minor privileges permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law.

Timeframe: Construction must be complete within 6 months of receipt of a commitment letter from FPDC, unless otherwise approved in writing by the FPDC design committee. If project is not completed within 6 months, applicant must reapply to program.

Change orders: The committee must approve all departures from approved drawings in writing. Approval of change orders does not alter the original amount of the grant.

Maintenance of improvements: As part of the grant closing, the applicant shall agree to maintain all improvements made per the approved plans in their finished state for a period of five years following completion of the project.

The FIG program is a reimbursable grant program. The applicant pays for all of the work; FPDC reimburses the applicant after the work is completed, documentation is submitted and is consistent with the scope of work agreed upon in the application.