



Main Street Inc. Façade Grant Packet

Dear Applicant,

The Locust Grove Main Street Façade Grant Program is designed to stimulate investment in the preservation of our downtown historic commercial district. Our downtown represents the heart and soul of Locust Grove and is a physical tie with our community's history. Our downtown has been recognized for its irreplaceable historic value on the Georgia Register of Historic Places and the National Register of Historic Places.

As you begin your project, please remember that all exterior changes to the buildings and landscapes in this district first require a Certificate of Appropriateness. More information and Design Guidelines for the Locust Grove Historic Preservation District Overlay (HPDO) is available at http://www.locustgrove-ga.gov/boards_and_commissions.php. Design and preservation assistance is available through the Main Street Office.

Like you, we believe these buildings are a treasure worth saving for future generations to come. Thank you so much for your interest in preserving and investing in historic Locust Grove.



Façade Grant recipients Farmers Insurance, Strawn and Co. Insurance, and Slices Pizzeria.

Included in this Packet:

- Façade Grant information, requirements and instructions
- How to get a Certificate of Appropriateness (COA) in 5 easy steps
- COA Application
- Façade Grant Application

How to Apply

- 1) Obtain a COA for the proposed project (application and instructions included in this packet).
- 2) Complete the included Façade Grant application.
- 3) Submit completed application with design sketches, copy of COA, and all other required permits to ccook@locustgrove-ga.gov.
- 4) Completed Façade Grant applications and supporting materials will be accepted monthly and must be received by the first day of each month. Grant applications will be reviewed at the Main Street Board of Directors meeting on the second Tuesday of each month at 5:00pm at City Hall.

Requirements for Eligibility

- Property must be commercial and income producing
- Property must be a contributing historic property within the downtown
- Property must be a permanent structure
- National franchises are not eligible
- All improvements must comply with City of Locust Grove building codes and obtain all required permits before beginning construction
- All projects must first obtain a Certificate of Appropriateness from the Locust Grove Historic Preservation Commission
- Routine maintenance projects and damages covered by insurance are not eligible for funding

Qualified projects...

- Preserve the architectural integrity of the structure and if possible, restore the original storefront
- Use only the gentlest means possible for exterior surface cleaning (i.e. no sandblasting!)
- Consider unique qualities of the building within the context of the downtown

Façade Grant Amounts

- Locust Grove Main Street awards on a matching 2:1 basis. \$1 will be awarded for every \$2 invested on eligible project expenses
- Up to \$1500 on a single façade
- Up to \$700 for signage
- Up to \$3000 total award amount for multiple adjacent buildings
- One façade grant is permitted for building front, and one for building back, making the maximum total award \$3000 for a single building.

Program Requirements

- Completed applications must be submitted to the Main Street Program Manager at City Hall (3644 Hwy 42 Locust Grove)
- Applicants must submit all receipts and invoices for eligible project expenses

- Once approved, the project must be completed according to the design submitted with the COA, building permit, and façade grant application, including materials and colors

Project Start and Completion

- Work must start within 60 days of award notice
- The project must be completed within 6 months of the grant award notice. Projects that fail to be completed within the 6-month period may reapply for funding; however, funding is not guaranteed

Payment of Grant Awards

- Payment of grant awards will be made as reimbursements for project expenses
- Grants will be awarded only after final contractor invoices and final expense report has been submitted
- Grants will be awarded after a final site visit to confirm the project was completed and all work was done in compliance with the approved plans

How do I get a Certificate of Appropriateness (COA)?

- 1) Review the Historic Preservation District Overlay Design Guidelines** Available at http://www.locustgrove-ga.gov/boards_and_commissions.php. Does your project follow these guidelines?

- 2) Complete the COA Application**
Fill out the application! Remember, preservation and design assistance is available through the Main Street Office.

- 3) Submit your application along with any drawings, photos, architect's renderings, etc. that illustrate the proposed changes.**
Send your completed application and other documentation to ccooklocustgrove-ga.gov or bring it by the Main Street Office located in City Hall.

- 4) The Historic Preservation Commission (HPC) will review your application.** The HPC meets at 5:00 pm on the first Tuesday of each month at Locust Grove City Hall. These meetings are open to the public, and you are encouraged (but not required) to attend. The Commission will approve, approve with conditions, or deny your application according to the City of Locust Grove's Preservation Ordinance, Design Guidelines, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- 5) Carry out your project according to your approved plans.**
Need to adjust your plans? Submit another application to amend your previously issued COA.

Façade Grant Application

1) Applicant Information

Applicant Name: _____

Business Address: _____

Address of Project: _____

Telephone: _____ Email: _____

2) Applicant's Relationship to Property

Own _____ Rent _____ Other _____

(If applicant is not the property owner, written authorization from the property owner is required)

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Email: _____

3) Project Description

Project Start Date: _____ Estimated Project Completion Date: _____

Please provide a detailed description of the proposed project (use reverse if needed):

Please include all drawings, photos, plans, etc. in your COA application submission. Call Main Street Manager Colleen Cook for further assistance if needed.