

## WHAT MUST I DO TO PARTICIPATE IN THE FAÇADE PROGRAM?

- Determine if the project will require a permit. Information is available at the St. Marys Planning Department (912) 510-4035.
- If the property falls within the Historic District, a letter of appropriateness from the Historic Preservation Commission (HPC) will be required.
- Complete a façade grant application and turn it into the St. Marys Economic Development office located at 400 Osborne Street. If you are a tenant ensure that the landlords signature appears on the façade grant application.
- The DDA Board will review your façade program application and notify you of it's decision. If your project is approved, you will receive a "DDA Façade Grant Program Receipt Form."
- To be eligible for the grant, façade work must not begin before the DDA notifies you of our grant award. Then turn in all appropriate copies of receipts, invoices, and cancelled checks.

Once façade improvement work is complete, the St. Marys DDA will review paperwork and the complete project. After the façade improvements and all inspections have been completed, façade grant funds can then be disbursed.

## ARE THERE ANY RESTRICTIONS?

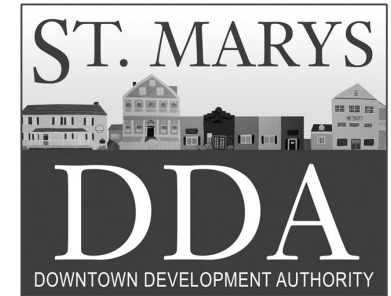
Because funds are limited, the DDA reserves the right to reject any project that is determined inappropriate or does little to achieve the purpose of this program. Properties with existing violations of zoning or sign ordinances are not eligible. Properties with past due city taxes are also not eligible for this program. All improvements stay with the building. (signage exception)

- Applications will be accepted during the first month of each quarter.
- Applications will be evaluated and ranked during the second (2) month of each quarter.
- The grant will be awarded at the Downtown Development Authority Board meeting during the third (3) month of each quarter.
- Up to \$1500 is available each quarter for grant funding for the Façade Grant Program.

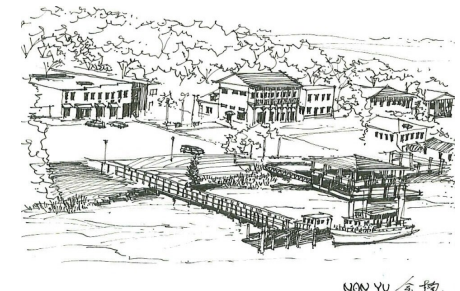
**TO APPLY:**  
Applications are available Monday-Friday  
St. Marys Downtown Development Authority  
400 Osborne Street  
St. Marys, GA 31558  
Phone: 912-882-8111  
Fax: 912-882-8231  
Email: [info@stmarysdda.com](mailto:info@stmarysdda.com)  
[www.stmarysdda.com](http://www.stmarysdda.com)



# FAÇADE GRANT PROGRAM GUIDELINES



400 OSBORNE STREET  
ST. MARYS, GEORGIA 31558  
TEL: 912.882.8111  
[www.stmarysdda.com](http://www.stmarysdda.com)



Updated October 2012

# FAÇADE GRANT PROGRAM GUIDELINES

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*The St. Marys Downtown Development Authority (DDA) Façade Program is designed to encourage the renovation and rehabilitation of commercial structures within the DDA boundaries. Through grants funded through the Façade Grant Program, the DDA will assist property owners in undertaking improvements designed to enhance St. Marys Downtown, promote additional pride of ownership, and create an environment conducive to business growth and expansion.*

## ELIGIBLE IMPROVEMENTS

- Exterior façade improvements on the front and/or alternate entrance of the building.
- Alternate entrance façade improvements must incorporate an entrance to the building that is open to customer traffic.
- Signage (See DDA Design Guidelines)
- Awnings
- Window and door improvements and replacement
- Exterior and Signage lighting
- Façade painting
- Roof & Building code related repairs
- Other aesthetic & functional hardscape improvements

## ELIGIBILITY REQUIREMENTS

Owners of existing buildings in the **St. Marys DDA boundaries as defined by City Council in 2008** are eligible to apply for funding through the St. Marys DDA Façade Grant Program. Tenants are also eligible to apply for assistance with the written permission of the property owner.

Self contracted projects require an itemized list of materials with a labor cap of \$20.00 per hour. Contractors must supply a detailed written estimate.

Grants are limited to one (1) per business or one (1) per store front mailing address during any twenty four (24) month period or loan repayment. A maximum of \$500 is available per application. The DDA Board reserves the right to make grants of up to \$1500, provided there is sufficient funding available per quarter.

Re-application for the same item or project within a 36 month period on the same property is not permitted.

## ARCHITECTURAL REVIEW REQUIREMENTS

All projects must be reviewed and approved by the St. Marys DDA Design Committee, DDA and Historic Preservation Commission (HPC) if applicable and comply with all City planning and building codes to take advantage of this program. The design guidelines are to be utilized by the Review Board in evaluating application for assistance; these guidelines

have been established by the Board and adopted by the City Planning Department, HPC city council.

## INCENTIVE PACKAGE

*The St. Marys DDA Façade Programs alternate component:*

**ARCHITECTURAL DESIGN GRANT**  
In an effort to promote architectural design that remains sensitive to the historic nature of the buildings to be renovated, and true to its historic surroundings in Downtown St. Marys, a grant of up to \$150 will be applied to accomplish those objectives. As a Main Street Community projects are eligible for Design Assistance through the Georgia Trust in partnership with the University of Georgia.

- Fee Structure, service requested
  - Concept sketch (free)
  - Computer drawing (\$75)
  - Custom output/large drawings (\$150 & up)