



## City of Sandersville Façade Incentive Program Guidelines

Bringing History Back to Downtown Store Fronts  
January 2022

### Background

The Façade Incentive Program is developed by the City of Sandersville Community Development Department in partnership with Sandersville Main Street.

### Program Purpose

The Façade Incentive program was created to encourage private investment in historic facades by providing financial incentives. Historically sensitive rehabilitation and dramatic improvement of facades in downtown Sandersville will encourage long-term and sustainable economic development in Sandersville and help maintain, strengthen and capitalize on our community's historic resources. By Street appearance of building facades, the Program helps to improve the economic viability of the downtown.

### Grant Funding

This program is funded by the City of Sandersville Main Street. The number of projects receiving grants in a fiscal year is based on the program budget with a new funding cycle beginning January 1. Incentives are awarded if funds are available. Incentives reimburse 50% of eligible project costs up to \$2500.

### Grant Timing

The City of Sandersville Main Street board holds their monthly meetings on the Third Wednesday at 8:30am of every month to review. If the applicant is not present at the Board meeting, they will be notified within 7 days by phone, email, or mail.

### Program Target Area

The target area for the City of Sandersville Façade Incentive Program is the City of Sandersville Downtown District. (See exhibit B)

### Eligible Applicants

1. Owners of commercial buildings in the DDA district used for commercial purposes and conforming to zoning use are eligible to apply for grant funds. (Exhibit B)
2. Tenants of eligible buildings may request grant funds if they submit a notarized letter of permission from the property owner with their application. (Exhibit B)

### Eligible Improvement Projects

1. Exterior brick or wall surface cleaning using gentlest means.
2. Re-pointing of brick mortar joints.
3. Patching and painting of façade walls.
4. Storefront Window and/or door repair or appropriate replacement.
5. Cornice repair or appropriate replacement.
6. Removal of angled projecting roofs from the façade and repair of surface.
7. Other exterior improvements of a historical or structural nature.
8. Signs and awnings with signage (Unless the signage is part of a major rehabilitation project)



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### **Ineligible Projects**

1. Interior maintenance or furnishings.
2. Landscaping.
3. Building additions.
4. Roof repair.
5. Painting unpainted brick.

### **Ineligible Project Expenses**

1. Financing or refinancing debt, loan origination fees.
2. Property acquisition.
3. Building permit fees or development review fees.
4. Property appraisals.
5. Legal fees or architectural fees.
6. Labor costs paid to owner/applicant or relatives of the owner/applicant.

### **Applications**

1. Applications for projects must be approved by the City of Sandersville Main Street Board of Directors prior to commencement of the work for which funds are requested.
2. All rehabilitation projects must meet the City of Sandersville zoning and building codes.
3. In general, the City of Sandersville Main Street Board will encourage repair and preservation of existing historic features of facades and encourage appropriate changes to alterations to these facades that have resulted in an incoherent unattractive or inharmonious appearance. Designs should be compatible with the buildings and downtown historic character.
4. Any grant for surgical cleaning must ensure that best management practices shall be used, and environmental permits are obtained if removing lead-based paint or discarding paint material into the City's storm water sewers. Projects where cleaning methods are used that damage the historic building materials particularly sandblasting, shall not be awarded an incentive.
5. Paint and material colors will be reviewed, should either be based on original colors obtained from paint samples on the buildings, historic color samples, or be compatible with adjoining buildings and colors in Downtown Sandersville. Inappropriate colors should be avoided.
6. Project should not remove, alter, damage, or cover up significant architectural features of the building which are original, or which reflect a major alteration that is architecturally significant.
7. Projects may partially or fully restore the historic appearance of the building based on actual evidence, including photographs, written documentation, and held data on the building.
8. Projects funded by grant monies must be completed within one year of the date that the grant application is approved. An extension may be approved at the sole discretion of the City of Sandersville Main Street Board under significant special circumstances.
9. Any improvements that have been made through the Program must be maintained by the applicant and may not be removed or significantly altered for a period of three (3) years.
10. All applicants must have all property (real and personal) taxes paid to date.
11. No façade incentive funds will be released until 100% of the approved façade work is complete and final inspections of the work show that all program requirements have a commercial purpose. Funds will be released upon provision of adequate proof of payments to contractors.

## **Step-By-Step Application Process**

1. A complete grant application must be submitted to the City of Sandersville Main Street Board. Paint sample, historic color samples, should be obtained or be compatible with façade work to be performed. Two estimates are required and three are recommended. These must be submitted on letterhead from licensed contractors that can perform the work. The exact amount of funding being requested shall be based on the estimate selected and outlined on the application. Proof of funding must be provided. Should the project exceed the initial estimate, only the original is approved.
2. If an applicant is requesting funding for more than one building, the applicant must provide obtained paint samples from the buildings, historic color samples, or be compatible with projects for purposes of grant funding.
3. An application fee may be applicable and made payable to the City of Sandersville Main Street Board to cover a historic review consultant, and proof of project funding must accompany the completed application form. Your application fee will be reimbursed if your project is not funding approved.
4. The application will be reviewed by the Community Development Department to make sure the work proposed complies with the City's ordinances. If the work does not comply the applicant will be contacted for a meeting with the City of Sandersville Building Inspector to resolve the zoning and building code issues. A revised application may be required. No grant application will proceed that does not meet the City of Sandersville Zoning ordinances. This preliminary review will not replace the City requirements for obtaining zoning approval or building permits.
5. Once a compliant application is returned to the City of Sandersville Main Street Board it will be reviewed by the board at their next incentive cycle meeting (the applicant or representative may attend). The board will use the incentive rating scale to decide which applications to recommend for incentive awards and make a final decision.
6. Once an application has been approved, the applicant will be notified in writing by the Chair of the Board of Directors, and the amount clearly stated in the letter.
7. The City of Sandersville Main Street Board must approve of any changes in the drawings and work specifications, subject to final approval by the City of Sandersville Community Development Department. Deviations from an approved plan may disqualify the applicant from the program.
8. "Before" and "After" photographs must be taken by the applicant and be submitted to the City of Sandersville Community Development Department upon completion of the project. "Before" photographs must be taken before the commencement of the work.
9. When a façade improvement project is completed and "Before" and "After" photographs are submitted, the project will be examined by City of Sandersville Community Development Staff, and if necessary a licensed architect, or builder hired to serve as a grant inspector, to ensure that the work has been completed as specified in the grant application, which was approved by the City of Sandersville Main Street Board and the Community Development Department.
10. Once Staff have verified completion of the façade project, the applicant must submit copies of invoices, receipts, and an itemized statement of the total cost of the project signed by the applicant. All documentation for payment must be provided at one time to City of Sandersville Main Street and receipts must be provided no later than 60 days after completion of the project. After receipt and verification of the information, City of Sandersville Main Street will release the grant money to the applicant.



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**Program amendments**

The details of the City of Sandersville Main Street Façade Incentive Program may be amended at any time during the fiscal year, subject to the formal approval of the City of Sandersville Main Street Board of Directors.

All decisions of the City of Sandersville Main Street Board of Directors are final. There is no appeal process in place, therefore there will be no appeals accepted.

**Indemnification**

The applicant hereby agrees to defend, indemnify, and hold harmless to the fullest extent permitted by law the City of Sandersville Main Street Board and the City of Sandersville, and any and all other employees, agents, directors, volunteers, successors in interest and/or representatives from any and all claims, liabilities, damages, personal injuries, requests for reimbursement or other such requests for payment, arising out of or in connection with the project referred to in this Agreement. The parties agree that the Applicant's duty to defend and indemnify is intended to be interpreted in the broadest possible sense, except that the applicant shall have no responsibility defend or indemnify where the City of Sandersville Main Street board, and the City of Sandersville or its employees, agents, directors, volunteers, and/or representatives are found to be solely negligent.

**Contact information**

For questions or to apply for the Façade Incentive Program, contact the Community Development office.

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