



Baltimore Development Corporation
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(410) 837-9305

(Please submit application with a \$25 application fee made payable to: Baltimore Development Corporation)

Façade Improvement Grant Program ("FIG") Application

Applicant Name: Council/Legislative District:

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

*Tax ID # *Business License #

Applicant Mailing Address: Sq Ft

Phone: Fax: E-Mail:

Owner Tenant If Tenant, Date of Lease Expiration:

Address and business name for which this application applies:

Number of current employees? Possible new jobs?

Describe your business and/or property. If vacant, describe plans for future occupancy and attach approved use & occupancy permit and signed Lease:

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.), and the materials you plan to use.

Attach current photo of property; cost estimates (two quotes) showing details of project and renderings to show what is being proposed.

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 which is solely your responsibility. No reimbursement will be made at anytime if the applicant/business is not in good legal standing with Federal, State and Local authorities.

Façade Improvement Grant Information

Congratulations on your decision to apply for a Façade Improvement Grant (FIG). Before you proceed, make sure that your proposed project qualifies:

- The goal of the FIG program is to leverage public dollars with private investment in an effort to spur continued neighborhood revitalization.
- If you are located in a Baltimore Main Streets district, you MAY also need to submit this application to the local Design Review Committee. Main Streets districts are indicated below with an (*).
- The FIG program is generally targeted to the following areas, but any commercial or industrial business may apply:

*Belair-Edison

*East Monument Street

*Federal Hill

Fells Point

Govanstowne

*Hamilton

*Lauraville

Market Center

Mt. Washington

Old Town

*Pennsylvania Avenue

*Pigtown

Pimlico

*Waverly

- The FIG program cannot be used more than once in a one-year period for the same property. The one-year period begins at the close of the current FIG project.
- The FIG program cannot be used for new construction, acquisition, interior work, residential properties, rear facades or on vacant commercial properties without a signed lease agreement.
- The FIG program cannot be used for work begun prior to receiving a commitment letter from BDC.
- The FIG program cannot be used for properties that are not in compliance with applicable zoning laws and urban renewal plans, unless the FIG will bring the property into compliance.
- The FIG program will not reimburse an applicant/business which is not in good legal standing with Federal, State or local authorities.

Design Guidelines:

1. The project should make a noticeable contribution to the revitalization of the commercial district.
2. If the business district is pedestrian-friendly, where people enjoy walking, then the project's design should be in harmony with the character of the area. If the surrounding district is not pedestrian-friendly, then the project should begin to transform the area. Signs, awnings, 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 privilege 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 begin within 30 days after the contract is executed and be complete within 60 days thereafter, unless otherwise approved in writing by the FIG committee.

Extension Request: The Grant Administrator MUST receive all extension requests in writing, at least 1 week prior to the project expiration date. Approval of extension requests will be mailed.

Change in Project Proposal: The committee MUST approve all changes made to the scope of work originally agreed upon prior to work being done. Approval of changes does not alter the original amount of the grant.

Maintenance of improvements: As part of the grant acceptance process, the applicant agrees to maintain all improvements made per the approved plans in their finished state.

The grant will be provided as a **match up to 50%** of the total approved project cost. The applicant pays for all of the work; BDC reimburses the applicant after the work is completed, consistent with the scope of work agreed upon in the application.