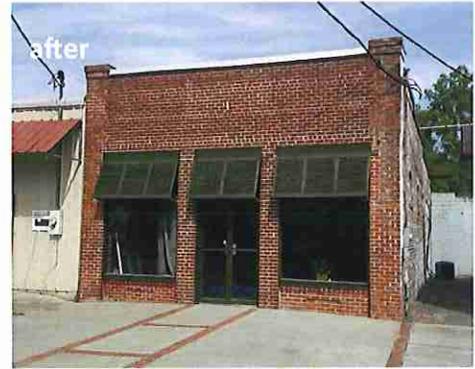
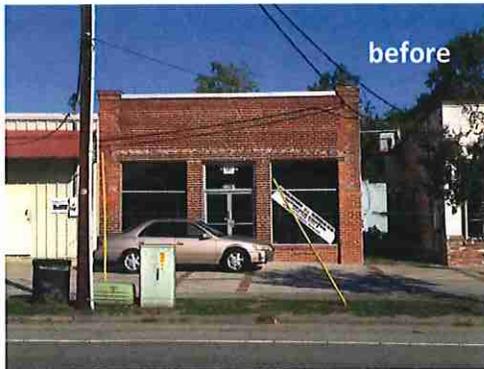


CITY OF HARDEEVILLE

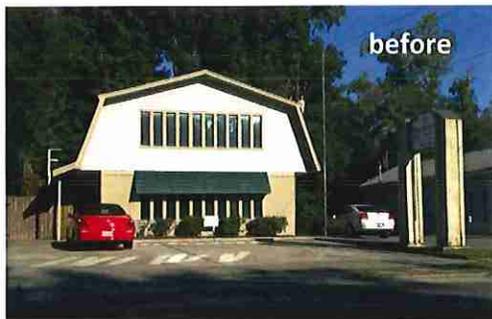
PROPERTY IMPROVEMENT PROGRAM



Receive up to \$8,000 funding towards eligible improvements



TRANSFORM
YOUR
PROPERTY



Hardeeville
SOUTH CAROLINA



Property Improvement Funding Assistance Program

Program Details

APPLICATION

Interested in applying? See page 4 of this packet. Please read the program details below before submitting an application.

OVERVIEW

The City of Hardeeville's **Property Improvement Funding Assistance Program** provides grant funds to help finance exterior improvements to an owner or tenant's commercial or multi-family residential property that will be aesthetically pleasing and in compliance with all applicable zoning codes and design standards.

FUNDING

The program provides for a one-time reimbursement, **up to \$8,000 per property**. Funds are limited and awards will be competitive. Only eligible property improvements will be considered for funding. The City's Board of Appearances is tasked with reviewing applications for funding assistance and awarding funds to successful applicants following a review of their proposed improvements.

PROCESS

1. Submittal to Board of Appearances: Eligible applicants shall submit applications to the Program Coordinator no later than 5:00 p.m. Friday May 13th, 2016. Applications will be reviewed by the City's Board of Appearances at their meeting on Thursday, May 19th, 2016 at 10:00 a.m. at City Hall. Applications will be reviewed based on funding availability and scoring criteria outlined on page 3. Individual site visits may also be scheduled in order to clarify application details. In addition to pages 4 and 5, applications should also include any drawings, renderings, or sketches that will clearly illustrate to the Board the intent and extent of improvements being proposed. These exhibits do not need to be fully designed or engineered at this point in the process.



Property Improvement Funding Assistance Program

2. Submittal to Planning & Development: Upon approval of funding by the Board, Applicants shall have until Friday, May 27th, 2015 to submit to the Planning & Development department any detailed drawings, color schemes, and specifications of proposed improvements. Building improvements will require the seal and stamp of a design professional properly licensed in the State of South Carolina in the proper field(s) where improvements are being made. The Planning & Development department will issue any relevant permits to the applicant upon successful review and approval.

3. Improvement Activities: Work documented in the application shall commence within 30 days of the date in which funding is approved and be completed within 180 days of the issuance of relevant building permits. Applicants must submit an update on the project progress to the Program Coordinator every 30 days for the duration of their project. Certain improvements may require inspections by City Staff or their designees. It is the responsibility of the applicant to schedule those inspections when required. The applicant may request one extension of up to 90 days in the event of unforeseen delays that were beyond the control of the applicant. All requests shall be forwarded to the Program Coordinator for consideration and approval.

4. Completion: Once improvement activities are complete, the Program Coordinator will visit the project to ensure that it complies with the approved application. If the project is compliant, the City shall issue a Certificate of Completion and the applicant will then be provided with a one-time reimbursement for the approved amount.

PROCUREMENT

Applicants are strongly encouraged (but not restricted) to using in-town and locally-owned businesses. Any contractors and subcontractors must have a City of Hardeeville business license prior to work performed. They must also have all relevant and up-to-date state-issued licenses that certify their particular scope of work. For up-to-date information regarding state-issued licenses, you may contact the SC Department of Labor, Licensing, and Regulation at 803-896-4300 or visit their website at lr.state.sc.us.

ELIGIBILITY

Eligible Applicants: Owners of commercial properties, owners/managers of multi-family residential properties, AND owners/managers of businesses that are located on commercial-use properties. Properties must 1) have at least one [1] structure that is clearly visible from a public right-of-way; 2) are located in Historic Hardeeville within a 1.25 mile radius of Hardeeville City Hall; and 3) have no present property liens, delinquent taxes, or other restrictions that would prohibit improvements. In the event of a dispute, the Planning Director shall determine if a land use deems it to be a commercial-use property.

Eligible Expenditures & Activities: Property improvement activities must involve the general upgrading of a property's external appearance. Grant funding is to be used for permanent exterior visual improvements. Funding may be used for repairs only if the repair work can be visually noticeable from a public right-of-way and it is deemed by the Board of Appearances to be a visual upgrade.

Eligible expenditures and activities include:

- masonry repairs and tuck-pointing
- repair/replace/preserve historically significant architectural details
- storefront reconstruction
- cornice repair & exterior trim work
- exterior painting and repairs to the finishes of original buildings
- awnings and canopies
- surfacing (or resurfacing) and striping of parking areas visible from the right-of-way
- window/door repair or replacement
- permanent exterior signage
- permanent exterior lighting
- repair/replacement of gutters or down spouts
- decking and stairs
- window bar removal
- side facades where improvements will serve to remove blight
- fencing (compliant to code)
- landscaping

Non-Eligible expenditures & activities include:

- interior and/or non-visible repairs
- temporary, portable, or non-permanent improvements
- property acquisition
- new construction and/or building additions
- non-visible roofing
- attached, hanging, or projecting signs unrelated to the architecture of the building
- working capital
- payment or refinancing of existing debt
- payment of taxes
- professional fees

- non-visible mechanical equipment closures
- billboards
- fire suppression systems
- purchasing of new equipment that is unrelated to visual improvements
- demolition of enclosed structures
- improvements in progress or completed prior to grant approval
- improvements that lead to zoning or building non-conformance and/or non-compliance
- building re-inspection fees
- other penalties or tickets issued by the City

GENERAL REQUIREMENTS

All work shall be completed in accordance with any applicable design guidelines in addition to all applicable local, state, and federal codes, rules, and regulations. Any renovation work undertaken prior to the issuance of relevant permits is not eligible for assistance under this program. Any improvement work outlined in the application that exceeds the approved financial assistance will be the responsibility of the applicant. Any improvement work that occurs concurrently that is not outlined in the application will be ineligible for funding. If applicants do not submit proper paperwork to the Planning & Development department within 30 days of the funding approval by the Board of Appearances, the application shall be considered void.

Reimbursements: All assistance is on a reimbursement basis following completion of the project. The total reimbursement for all forms of property improvement assistance shall not exceed the amount awarded for the project. Applicants who qualify for funding must document all expenditures and provide the City with proof of payment (receipts, paid invoices, etc.) for all eligible improvements within 30 days of completion. Upon receipt of the aforementioned documents and the issuance of a Certificate of Completion, the applicant shall be entitled to receiving a reimbursement check. Reimbursement checks will be issued by the City of Hardeeville.

Record-Keeping: All records supporting the costs and components of program-assisted improvements shall be maintained for a period not less than three (3) years following completion of the program agreement period, agreement termination, or default, whichever shall first occur.

Default: A receipt shall be considered in default and the balance of financial assistance immediately due and payable upon failure to properly maintain the property after improvements are completed, delinquent property taxes, or failure to operate in compliance with all applicable local, state, and federal codes, laws, and regulations.

Remedies of Default: The City may take whatever action at law, or in equity, as may appear necessary or desirable to collect any outstanding balance or to enforce the performance/observation of any other obligation/agreement of the recipient.

SCORING CRITERIA

The Board of Appearances will evaluate applications for eligibility and how effectively they meet the program criteria. A total point score will be based on the sum of the ratings and will serve as a guide to the Board for funding levels. It is anticipated that there will be more demand than available funds. Depending on the number of applications, the City may assign "waiting list" status to projects that qualify for selection, but do not rank as high as other applications selected for funding. The criteria areas are as follows:

Visual Impact (*maximum of 40 points*)

- Overall impact of the project for Downtown Hardeeville
- Are inappropriate, non-conforming, or non-compliant design elements being removed?
- Will the project eliminate what was previously a liability for the surrounding properties?
- Does the project seek to restore any historic or architectural significance of the building/property?
- Are improvements being made to vertical elements (façades) of the property?
- Improvements will create more visual significance because:
 - Key, highly visual elements of the building are being improved
 - The building is prominently visible from public rights-of-way

Financial Impact (*maximum of 30 points*)

- Projects that include private investment will be graded higher than those seeking only grant funding
- The project includes improvements being made to
 - Ensure and improve public safety
 - Establish or preserve building's structural integrity
 - Correct other serious safety issues
- The project is part of a larger effort to improve other exterior or interior parts of the building/property



Property Improvement Funding Assistance Program

Extent of Improvements *(maximum of 30 points)*

- Degree of visual improvement the proposed project will bring to the property and streetscape
- Design consistency and compatibility with City's Municipal Zoning & Development Ordinance
- How permanent are the improvements (landscaping)?

PROGRAM COORDINATOR

Katie Woodruff, Long-Range Division Manager

PO Box 609 (205 Main Street) / Hardeeville, SC 29927

Phone: 843-784-2231 / kwoodruff@cityofhardeeville.com



Property Improvement Funding Assistance Program

Application

applicant name: _____ business: _____

phone #: _____ e-mail: _____

applicant is (circle all that apply): business owner business manager property owner
owner's agent other

NOTE: if the applicant is not the property owner, please submit Owner Authorization (next page)

property street address: _____ Hardeeville, SC 29927

is property on a street corner? (circle one): no yes, and the other street is _____

building type on property (circle one): single-unit building multi-unit building vacant land

current land use of property (circle one): vacant / no activity commercial multi-family residential

List the exterior improvements you plan to work on, along with an estimated cost per improvement. Only provide total expenses for the each general improvement (do not itemize). For a list of eligible expenditures or activities, see page 4.

Table with 2 columns: EXTERIOR IMPROVEMENT, ESTIMATED COST. Rows 1, 2, 3.

if more improvements are planned, list those on a separate sheet total estimated costs: _____

amount requested for assistance (up to \$8,000): _____



Property Improvement Funding Assistance Program

OWNER: I/we certify that I/we are the legal owners of the property in question. _____
(owner initials)

I/We hereby authorize _____ (Applicant) to submit this application on my/our behalf.

I/We certify that we have reviewed the *Program Details* and the proposed improvements to my/our property and am/are in formal agreement with the intentions described in this application. I/We acknowledge that any legal actions or repercussions that may result from the activities carried out on behalf of this application shall be assessed to me/us. Furthermore, I/we acknowledge that the City of Hardeeville Board of Appearances and/or Staff shall not be a party to, nor be accused of, nor be held liable for any legal or financial disputes between me/us, the Applicant, or any other parties acting upon this application.

owner name

owner signature

date

owner name

owner signature

date

APPLICANT: I acknowledge that any legal actions or repercussions that may result from the activities carried out on behalf of this application shall be assessed to the property owner, though I may ultimately be held responsible by a court of law. Furthermore, I acknowledge that the City of Hardeeville Board of Appearances and/or Staff shall not be a party to, nor be accused of, nor be held liable for any legal or financial disputes between me/us, the Applicant or any other parties acting upon this application.

applicant name

applicant signature

date