

**Town of Ayden
Facade Improvement Grant Program**

APPLICATION

Please complete the following information, attach design plans or sketches, and return to Stephen Smith, Town of Ayden Planning Director, Town Operations Center, 4061 East Avenue, P.O. Box 219, Ayden, N.C. 28513.

All selected proposals must meet Town Code requirements and the Facade Improvement Design Guidelines (the Construction Methods and Materials of the Planning Department). Technical advice is available from the State Historic Preservation Office, Eastern Office of the North Carolina Division of Archives and History. The office is located in the historic Robert Lee Humber House, 117 Martin Luther King, Jr., Drive, Greenville, North Carolina. Please call (252)830-6580 in advance for an appointment.

The staff of the Planning Department along with the Town Manager will review applications for the selection of grant recipients. The Town of Ayden will notify the applicant of approval or denial of application throughout the course of the fiscal year. If the application is approved, an agreement between the applicant and the Town must be signed **BEFORE** any work begins

The grant will be disbursed after completion of work, submittal of cost documentation, and inspection of the facade.

General Information

1. Applicant's Name _____
Applicant's Address _____

Property Street Address _____

2. Applicant must be property owner or tenant. If application is not by property owner, the owner must give consent and sign application.

Is this application:

_____ by property owner; _____ by business owner; _____ other?

3. Property Owner Name _____
Property Owner Address _____

Property Owner Phone # _____

4. Business Owner Name _____
 Business Owner Address _____
 Business Owner Phone # _____
5. Business Name _____
 Business Mailing Address _____
 Business Phone # _____
6. Type of Tenancy:
 _____ Own _____ Rent _____ Lease _____ Other (If so, explain.) _____
7. Length of time at this location _____
 Length of lease term remaining (if applicable) _____

Building Characteristics

8. Exterior wall construction:
 _____ Masonry _____ Frame _____ Other (If so, explain.) _____
9. Number of stories _____. What are the functions of the stories above street level?

10. Occupancy of street level floor:
 _____ Fully Occupied _____ Partially Occupied _____ Vacant
11. Present use of street level floor:
 _____ Retail Only _____ Storage Only _____ Mixed _____ Office
 _____ Other (if so, explain) _____
12. What type of exterior improvements are to be made? Please describe in detail. (Attach additional sheets or additional drawings if necessary).

Please make a check mark next to the improvements you will be making and give us the estimated cost of each one. Attach copies of two professional cost estimates.

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|----|-------------------------------------|-------|----------|
| 1. | Painting exterior | _____ | \$ _____ |
| 2. | Cleaning exterior | _____ | \$ _____ |
| 3. | Redesign or restructure of exterior | _____ | \$ _____ |
| 4. | Signage | _____ | \$ _____ |
| 5. | Window repair/replacement | _____ | \$ _____ |
| 6. | Remove and/or install awning | _____ | \$ _____ |
| 7. | Other (explain below) | _____ | \$ _____ |

13. Total estimated cost of your improvements \$ _____

I acknowledge that the Town of Ayden is obligated only to administer the grant procedures and is not liable to the applicant, owner, or third parties for any obligations or claims of any nature growing out, or arising out of, the project or application undertaken by the applicant and/or owner. There is no principal/agent or employer/employee relationship between the Town of Ayden and the applicant and/or owner.

I acknowledge that this application must be accepted and all prerequisite rules and regulations must be complied with before any rights insure to the applicant/owner.

I have attached project plans and specifications or other appropriate design documentation.

I understand that the incentive grant must be used only for the project described in this application.

Signatures

Applicant

Date

Owner (if different from above)

Date