



Fairfax City

2017-18

**FAÇADE
IMPROVEMENT
PROGRAM**

Introduction

The Fairfax City Façade Improvement Program (FIP) provides financial assistance to commercial property owners and business owners located throughout Fairfax City (with a special emphasis placed on the Historic Downtown and Transition District activity center) for eligible façade improvements. The purpose of the FIP is to support revitalization efforts, primarily in the historic and transition districts) in the City by encouraging private investment in high-quality improvements that enhance the appearance of buildings and properties. The FIP provides for a one-time reimbursement of up to \$10,000 per property for eligible improvements. The applicant is eligible for a 50 percent reimbursement on expenses equal to or less than \$10,000. For greater than \$10,000.01, the city will reimburse the applicant up to 20 percent of eligible expenses. The maximum award amount is \$10,000 per business or property regardless of the total value of the project. **This application must be submitted and approved, and a grant agreement must be entered into with the Economic Development Authority PRIOR to work commencing (see program guidelines)**

Program Goals

The Fairfax City Façade Improvement Project aims to:

- Provide financial assistance to commercial property owners and businesses in Fairfax City;
- Support the revitalization of the city's activity centers by creating more attractive commercial cores;
- Stimulate private investment in high-quality improvements that enhance the appearance of buildings and properties

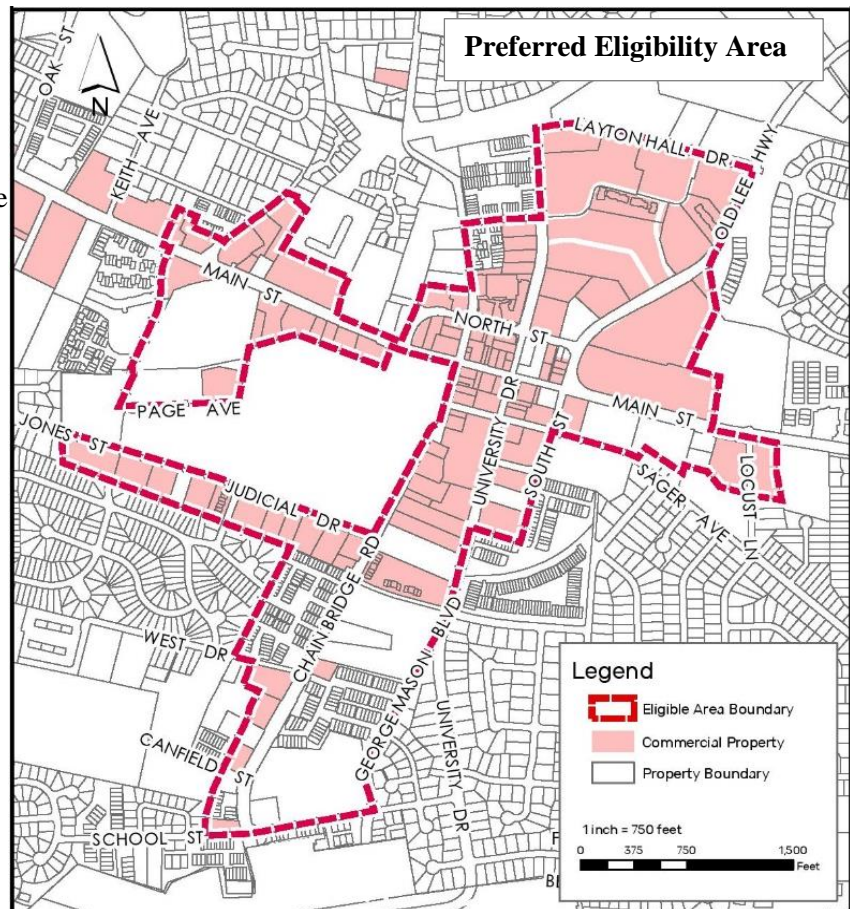
Eligible Applicants

To be considered for the program applicants must:

- Be located in Fairfax City with a preference for the Old Town Historic District, or Transition District.
- Employ fewer than 100 individuals.
- Own or lease commercial property.

Eligible Improvements

- ✓ Signage and decorative awnings.
- ✓ Minor decorative landscaping.
- ✓ Exterior wall lighting.
- ✓ Exterior paintings or surface treatment.
- ✓ Window and door modifications.
- ✓ Decorative post lighting.
- ✓ Fees for architects, engineers or other design consultants.
- ✓ Storefront framing and glass replacement.
- ✓ Cornice modification.
- ✓ Outdoor patios and decks.
- ✓ Improvements to increase accessibility (such as ramps or handrails).



Ineligible improvement: Any renovations that are solely the result of ordinary repair, interior related, paving and sidewalks, improvements that are required as a result of a violation notice or citation, site furnishings, amenities, non-permanent structures, movable equipment, and security bars are ineligible and cannot be funded through the FIP.

Application Review Process

- Upon receiving a completed application, the Economic Development Authority (EDA) will arrange a meeting with the Director of Economic Development and the City's staff liaison to the Board of Architectural Review (BAR). The Director along with the BAR liaison will determine whether the proposed improvements can be reviewed by the City administratively for a Minor Certificate of Appropriateness, or whether they require consideration by the BAR for a major certificate of appropriateness.
- Proposed improvements requiring only administrative approval by the City, once approved, will be sent directly to the Façade Improvement Committee for review and determination;
- Proposed improvements requiring a hearing before the BAR will be transferred to the BAR and required to apply (complete and submit documents) for BAR consideration. The BAR may decide to issue a Major Certificate of Appropriateness for improvements. Upon issuance, the proposed improvements will be transferred to the Façade Improvement Committee for review;
- The Façade Improvement Committee will conduct a review and provide written notification to the applicant stating whether the proposed façade improvements have been approved as submitted, approved with changes or denied. The FIC will also advise the applicant of the anticipated amount of reimbursement authorized, provided the improvements are completed as approved.
- The committee has the authority to request modifications of a proposed design to ensure the appearance of the site or building will be compatible with the character of the surrounding neighborhood. If the applicant chooses not to make the modifications as requested, the committee reserves the right to deny funding.
- The committee reserves the right to request further information from the applicant or visit the applicant's property in order to evaluate the merit of applicant's proposed façade improvements.
- Projects deemed eligible for reimbursement must be completed within six months of entering into a grant agreement with the City's EDA. The committee reserves the right to deny funding to projects not completed within six months of approval.

Reimbursement Process

- The Applicant is responsible for ensuring that proposed improvements comply with the design guidelines for the Old Town Fairfax Historic and Transition Districts, if applicable, and any ordinances enacted by the City Council governing the use of land, signage, external appearance, etc.
- Applicants who qualify for funding must document all expenditures and provide the Economic Development Authority with appropriate backup (receipts, paid invoices, etc.) for all eligible improvements within 30 days of completion. A sample reimbursement request form will be included as an exhibit in the grant agreement between the Economic Development Authority and the applicant. Once construction is complete, the FIC will visit the project to ensure that it complies with the approved plans.



Old Town Façade Improvement Program

Application Process:

To apply to the Façade Improvement Program, applicants must review and complete Sections 1 through 7 of the application. **Please submit the completed application to the Fairfax City Economic Development Authority, 10455 Armstrong Street, Room 324, Fairfax, VA 22030, or via email.**

Section 1 – Applicant Information

Section 2 – Property Information

Section 3 – Project Information

Section 4 – Occupancy Information

Section 5 - Property Owner Consent(If Applicable)

Section 6 – Signature

Section 7 – FAQ

This application may also be emailed to EDAinfo@fairfaxva.gov.

Section 1 – Applicant Information

Business or Applicant Name: _____

Address of Property: _____

Contact Person: _____ Email: _____

Phone Number: _____ Fax Number: _____

Applicant is the Property Owner Tenant Both

Property Owner Information (If Different from Applicant):

Property Owner Name: _____

Mailing Address: _____

Contact Person: _____ Email Address: _____

Phone Number: _____ Fax Number: _____

Section 2 – Property Information

Property Address: _____

Tax Parcel ID Number(s): _____ Property Zoning Classification _____

Description of Property: _____

Section 3 – Project Information

Planned Improvements: Please provide a detailed description of the improvement(s) that will be made to the property. This application must also include the following: two colored photos of the current conditions, detailed information of the proposed improvements including drawing/sketches (along with cost, color, dimensions and materials), an estimate from a licensed contractor and an IRS W-9 form. (Attach additional pages if required).

***Businesses approved for the Façade Improvement Program must commence and complete all improvement(s) listed above within six months of entering into an agreement with the City’s Economic Development Authority**

Total Proposed Budget: \$ _____

*This number represents the total cost of the project regardless of the components to be supported by the FIP.

All work must be completed by licensed contractors, legally operating in Fairfax City.

Business Name: _____

Address: _____

Contact Person: _____

Phone: _____

Checklist: Two Photos Drawing/Sketches Contractor Bid and Estimate Copy IRS W-9 Form

Section 4 – Occupancy Information

Please provide the information for all current tenants:

Business Name	Owner/Manager Name	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section 5 – Property Owner Consent (If separate from applicant)

I, _____ (“Property Owner”), certify that I own the property located at _____ (“Address”) and that I have received and reviewed the application by _____ (“Applicant”) for participation in the Fairfax City Façade Improvement Program. I agree to permit the Applicant and their contractors or agents to implement the improvements listed in Section 3: (Project Information).

I hereby waive any claim against the City arising out of the use of FIP program funds for the purposes set forth in the Application. I agree to hold the City harmless of any charges, damages, claims or liens arising out of the Applicant’s participation in the Façade Improvement Program.

Signature of Property Owner 1

Signature of Property Owner 2

Printed Name of Property Owner

Name of Property Owner

Date

Date

Address of Property Owner

Address of Property Owner

Phone Number of Property Owner

Phone Number of Property Owner

Section 6 – Signature

I agree that I have read all information included above and all information provided within is accurate to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Section 7 – Frequently Asked Questions

What is the maximum amount of funding my business or property can receive for storefront improvements?

The applicant is eligible for a 50% reimbursement on expenses equal to or less than \$10,000. For additional expenses greater than \$10,000.01, the City will reimburse the applicant up to 20% of eligible expenses. The maximum award amount is \$10,000 per business.

Sample grant funding Scenario 1:

If the applicant's total approved expenses equal \$9,500, the applicant would be eligible for a \$4,750 reimbursement grant.

- $(\$9,500 \times 50\%) = \$4,750$

Sample grant funding Scenario 2:

If the applicant's total approved expenses equal \$25,000, the applicant would be eligible for an \$8,000 reimbursement grant.

- $(\$10,000 \times 50\%) = \$5,000$
- $(\$15,000 \times 20\%) = \$3,000$
- $\$5,000 + 3,000 = \$8,000$

Sample grant funding Scenario 3:

If the applicant's total approved expenses equal \$35,000, the applicant would be eligible for a \$10,000 reimbursement grant.

- $(\$10,000 \times 50\%) = \$5,000$
- $(\$25,000 \times 20\%) = \$5,000$
- $\$5,000 + \$5,000 = \$10,000$

Will the Façade Improvement Program provide reimbursement for improvements already completed?

No. The program will only provide funds to approved applicants. All application forms must be submitted and approved by the FIC, and a grant agreement between the EDA and applicant must be finalized **prior** to work commencing.

I own multiple properties in Fairfax City. Can I apply for improvements for all of my properties?

Yes, but you must submit a separate application for each property. The FIC will also review those properties separate from each other.

I own one property with multiple storefronts, can each business owner apply for a storefront improvement?

Yes. Each business owner can apply, but will be limited to \$10,000.

I own one property with multiple storefronts, how can I ensure that these storefronts have uniform awnings and signage?

The property owner should discuss this with the applicant businesses prior to submission of the application to the FIC.

Can a property owner and business owner each submit an application for the same storefront?

No, the FIC will only approve one application for each business.

How long is the process from application review to construction?

The EDA will make a decision within 90 days of application.

Who should attend the site visit?

The Façade Improvement Committee will visit the site prior to application approval, if necessary. The contractor should also visit the site for bid estimates.

What does the committee look for when judging an application?

Applicants will be evaluated by the Façade Improvement Committed which will evaluate each application based on the following criteria:

- Impact - Storefronts adjacent to or in close proximity to each other. A clustering effect has the greatest visual impact along commercial corridors.
- Capacity - Applicants must be able to demonstrate capacity to fund up to 50% of the total project cost as well as adhere to project deadlines.
- Need - Storefronts in disrepair or in poor to moderate condition as documented by photographs and drawings.
- Project Vision - Commitment to improvements that adhere to local building codes and follow best practices in storefront design.