

## WHAT MUST I DO TO PARTICIPATE IN THE GRANT PROGRAM?

- Determine if the project will require a permit. Information is available at the Inspections and Permitting Department 404-669-3762.
- Review by the City Planner may be required depending on project scope.
- Complete a grant application and turn it into the Main Street Office. If you are a tenant ensure that the landlords signature appears on the application (Must submit two (2) estimates for the project).
- The CPMSA Board will review your sign grant application and notify you of its decision. If your project is approved, you will receive a "Checklist for Payment of Grant Award Form".
- To be eligible for the grant, work must not begin before CPMSA notifies you of the grant award and amount. Work timeline should be adhered to as described in the eligibility requirements section of this brochure. After completion of approved improvements, turn in all appropriate copies of receipts, invoices, and cancelled checks to the Main Street Manager.

Once received, CPMSA will review paperwork and the completed project. After the improvements and all inspections have been completed, grant funds can then be disbursed to the applicant.

## ARE THERE ANY RESTRICTIONS?

Because funds are limited, the Main Street Association reserves the right to reject any project that is determined inappropriate or does little to achieve the purpose of this program. Properties with existing violations of zoning or sign ordinances are not eligible. Properties with past due city taxes and or fees are also not eligible for this program

- Business must be located on Virginia Avenue.
- A 12 foot maximum height will be allowed for signage located near sidewalks.
- Business signage edge must be within 12 feet of the sidewalk.
- Improvements allowed to existing signage only.

**TO APPLY:**  
**Applications are available**  
**Monday-Friday**  
**College Park Main Street**  
**Association Office**  
**3724 Main Street**  
**College Park, Georgia 30337**  
**Phone: 404-305-2053**  
**Fax: 404-305-2057**  
**Email:**  
**[rcoakley@collegeparkga.com](mailto:rcoakley@collegeparkga.com)**

## VIRGINIA AVENUE

## SIGNAGE &

## IMPROVEMENT GRANT

## GUIDELINES



3724 Main Street  
College Park, Georgia 30337  
404-305-2053  
[www.collegeparkga.com](http://www.collegeparkga.com)

# VIRGINIA AVENUE SIGNAGE GRANT PROGRAM GUIDELINES

*The College Park Main Street Association (CPMSA) Signage Improvement Program is designed to encourage the renovation and rehabilitation of signage on Virginia Avenue. With matching grants funded from a donation from a private citizen, CPMSA will assist property owners in undertaking improvements designed to enhance the Virginia Avenue corridor, promote additional pride of ownership, and create an environment conducive to business growth and expansion.*

## ELIGIBLE IMPROVEMENTS

- Signage (See Downtown Design Guidelines and photo examples provided)



## ELIGIBILITY REQUIREMENTS

Owners of existing buildings on Virginia Avenue are eligible to apply for funding through this Grant Program. Tenants are also eligible to apply for assistance with the written permission of the property owner.

Self contracted projects require an itemized list of materials with a labor cap of \$20.00 per hour. Contractors must supply a detailed written estimate.

Grants are limited to one (1) per business or one (1) per store front mailing address during any twenty four (24) month period. A price cap will be determined per project not to exceed \$2,500 based on funding available. A minimum project cost of \$1,000 must be met.

Re-application for the same item or project within a 60 month period on the same property is not permitted.

Work must begin within 1 month of application approval and be completed within a 3 month period (some exceptions may be considered).

## ARCHITECTURAL REVIEW REQUIREMENTS

All projects must be reviewed and approved by the CPMSA Design Committee and comply with all City planning and building codes to take advantage of this program. The design guidelines are to be utilized by the Review Board in evaluating application for assistance; these guidelines have been established by the Board and adopted by the City Planning Department and City Council.

