

## WHAT MUST I DO TO PARTICIPATE IN THE FAÇADE 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 façade grant application and turn it into the Main Street Office. If you are a tenant ensure that the landlords signature appears on the façade grant application (Must submit two (2) estimates for the project).
- The CPMSA Board will review your façade program 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, façade work must not begin before CPMSA notifies you of the grant award. After completion of the approved improvements turn in all appropriate copies of receipts, invoices, and cancelled checks to the Main Street Manager.

Once façade improvement work is complete, CPMSA will review paperwork and the completed project. After the façade improvements and all inspections have been completed, façade grant funds can then be disbursed to the applicant awarded grant funds.

## 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. All improvements are to be within the building. (signage exception)

- Applications will be accepted during the first month of each quarter.
- Applications will be evaluated and ranked during the second (2) month of each quarter.
- The grant will be awarded at the Main Street Board meeting during the third (3) month of each quarter.
- Up to \$15,000 is available each quarter for grant funding for the Façade Grant Program.

**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@collegetparkga.com**

## FAÇADE

---

## GRANT

---

## PROGRAM

---

## GUIDELINES

---



3724 Main Street  
College Park, Georgia 30337  
404-305-2053  
www.collegetparkga.com

# FAÇADE GRANT PROGRAM GUIDELINES

*The College Park Main Street Association (CPMSA) Façade Program is designed to encourage the renovation and rehabilitation of commercial structures within the Main Street and Virginia Avenue Business District. With grants funded through the City of College Park Economic Development Office, CPMSA will assist property owners in undertaking improvements designed to enhance Downtown College Park, promote additional pride of ownership, and create an environment conducive to business growth and expansion.*

## **ELIGIBLE IMPROVEMENTS**

- Exterior façade improvements on the front and/or alternate entrance of the building.
- Signage (See Downtown Design Guidelines)
- Awnings
- Window and door improvements and replacement
- Exterior and Signage lighting
- Façade painting
- Other aesthetic & functional hardscape improvements

## **ELIGIBILITY REQUIREMENTS**

Owners of existing buildings in the Main Street & Virginia Avenue Business District boundaries as defined by City Council are eligible to apply for funding through the Façade 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 maximum of \$5,000 is available per project. The CPMSA Board reserves the right to make grants of up to \$5,000, provided there is sufficient funding available per quarter. 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.

## **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.

## **INCENTIVE PACKAGE**

*The CPMSA Façade Program alternate component:*

### **ARCHITECTURAL DESIGN GRANT**

In an effort to promote architectural design that remains sensitive to the historic nature of the buildings to be renovated, and true to its historic surroundings in Downtown College Park, a grant of up to \$250 will be applied to accomplish those objectives. As a Main Street Community, projects are eligible for Design Assistance through ECG & the Downtown Design Studio in partnership with the Georgia Department of Community Affairs.

- Fee Structure, service requested
  - Conceptual 3D Model sketch (free)
  - Stand alone façade drawing (\$200)
  - Custom output/large drawings (project specific)