



Make Your Own History

1730 Bank St, P.O. 38245, Baltimore, MD 21231 410.675.8900 info@fellspointmainstreet.org

Façade Improvement Grant ("FIG") Program Application

Note: A \$25 application fee is required along with this form and applicant must be a member in good standing of Fell's Point Main Street

Applicant Name: _____ Property Zoning: _____

Are you a member of Fell's Point Main Street? Yes No

Are you a Minority Owned or Woman Owned Business (circle one or both)

Address and business name for which this application applies:

*Use/Occupancy Permit # _____

*Tax ID # _____ Business License # _____

Applicant Mailing Address

Phone: _____ Fax: _____ E-Mail: _____

Owner Tenant If Tenant, Date of Lease Expiration: _____

Describe your business and/or property. If vacant, describe plans for future occupancy:

Are you requesting architectural services? Yes No

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.). Please be as specific as possible.

***Information required for all commercial businesses. If you do not have a use/occupancy permit at the time of application, you must have one prior to reimbursement. Please note that proposed work may require permits and minor privilege approval that are solely your responsibility.**



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Have you attached the following supporting documents? Failure to do so will delay processing of your application.

1. \$25 application fee (please make checks payable to Fell's Point Main Street)
2. Proof of ownership of property (tax bill, deed, assessment) or copy of lease
3. Two current photos of property. Photos can be print or digital
4. Completed, signed Notice to Proceed (CHAP) application
5. Work estimate on company/contractor's letterhead

I agree to adhere to the Design Guidelines and all participation requirements through project completion. As part of the grant reimbursement process, I agree to post a notice in the window of the address of this application, not to be larger than 11x14 inches, provided by Fell's Point Main Street which states "This façade was made possible in part due to funding from Fell's Point Main Street." This notice must remain in a prominent location for a minimum of four (4) months after completion of façade work.

Applicant Signature: _____ Date: _____

Name (Print): _____

Owner, if other than applicant: I hereby certify that I am the owner of this building/land on which the proposed FIG project is situated, and that the foregoing applicant, in filing a FIG application for approval by the FIG Committee, is acting with my knowledge and consent.

Owner Signature: _____ Date: _____

Name (Print): _____

SIGNOFF AND APPROVALS

Application received _____ Cost estimate received _____

FPMS Design Committee review _____ Commitment letter sent _____

Architect visit scheduled _____ Notice of work completion _____

Architect scheme received _____ Proof of payment received _____

Receipt of CHAP decision _____ Payment to applicant \$ _____

Check number _____



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Façade Improvement Grant (“FIG”) Program Guidelines

Administered by Fell’s Point Main Street (“FPMS”), the FIG program offers up to \$3,000 in grants, and in certain instances, design assistance to merchants and property owners in the Fell’s Point Main Street district in order to improve the appearance of individual building façades, signs, awnings, as well as the overall look of the retail district. The program’s goal is to leverage private improvements, while making revitalization efforts affordable and creative. Grants will be provided as a fifty percent (50%) match up to a maximum award on a single project of \$3,000. Certain activities cannot be applied to the applicant’s match.

Before you proceed, make sure that your proposed project qualifies:

- The business must be within the boundaries of Fell’s Point Main Street program district, bounded by Central Avenue to the West, Chester Street to the East, Lombard Street to the North, and the water to the South.
- The program is targeted to existing commercial businesses and properties.
- The program cannot be used more than once in a one-year period for the same property.
- The program cannot be used for new construction, acquisition, interior work, residential properties or rear façades.
- The program cannot be used for work begun prior to receiving a commitment letter from FPMS.
- The program cannot be used for properties that are not in compliance with applicable zoning and urban renewal plans.
- Owners of multiple properties are eligible for additional grant assistance based on program funding availability.

How does the program work?

- ❖ Applicants submit an application and supporting documentation (photos, proof of property ownership) to FPMS, requesting matching grant funds.
- ❖ The FPMS Design Committee reviews the application in accordance with the guidelines; applications are approved on a first-come first-served basis; funding is not guaranteed. Architectural services, where appropriate, may be provided.
- ❖ Applicants must submit project to Preservation Society Design Review Committee for approval.
- ❖ Applicant provides cost estimates to FPMS
- ❖ FPMS executes a commitment letter to applicant, stating the amount to be reimbursed upon project completion.
- ❖ Applicants are responsible for obtaining all necessary building permits and contractors.
- ❖ FPMS reimburses applicant for pre-approved expenses upon completion of the work and evidence of payment of bills.

Eligible Use of Funds

- ❖ Labor, materials, fixtures and other contract items necessary for the proper execution and completion of façade rehabilitation
- ❖ Exterior Painting
- ❖ Door and window replacement
- ❖ Installation of siding and trim treatments, including awnings



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- ❖ Appropriately scaled window areas for display or for looking into a retail business, restaurant or service business, with lighting to facilitate night viewing
- ❖ Signs which are attractively integrated into the architecture of the building
- ❖ Removal of heavy, unattractive, roll-down security gates

Ineligible activities

- ❖ New construction
- ❖ Property acquisition
- ❖ Interior remodeling
- ❖ Residential use

Design Guidelines

1. The project should make a noticeable contribution to the revitalization of the Fell's Point commercial district and should be visible from the public way.
2. Signs, ground floor windows and doors, lighting, and other decorative elements should be designed to appeal to pedestrians.
3. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary, the new materials should match the materials being replaced in design, color, texture, and other visual qualities.
4. Contemporary design for alterations to existing properties is acceptable, if such alterations do not destroy significant historical, architectural, and cultural materials of the building and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Permitting and code requirements: Contractors must secure required building permits and minor privileges permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check, as required by law.

Timeframe: Construction must be complete within six (6) months of receipt of a commitment letter from FPMS, unless otherwise approved in writing by the FPMS Design Committee. If project is not completed within six (6) months, applicant must reapply to program.

Change orders: The Design Committee must approve all departures from approved drawings in writing. Approval of change orders does not alter the original amount of the grant.

Maintenance of improvements: As part of the grant closing, the applicant shall agree to maintain all improvements made per the approved plans in their finished state for a period of five (5) years following completion of the project.

The FIG program is a reimbursable grant program. The applicant pays for all of the work; FPMS reimburses the applicant after the work is completed, documentation of payment is submitted and is consistent with the scope of work agreed upon in the application.