

NEW BRUNSWICK City Market

FAÇADE IMPROVEMENT GRANT PROGRAM

Application

All applicants must complete the following form, and provide the required documentation, in order to be considered eligible for a Façade Improvement Grant from New Brunswick City Market. Please read the eligibility and program procedures sections prior to completing application. If you have any questions, please contact the City Market offices at 732-545-4849.

Applicant: _____

Date of Application: _____

Applicant is (check one)

_____ **Property owner**

_____ **Business owner/tenant**

_____ **Other (Please explain)** _____

Property Address: _____

Property Owner: _____

Name(s) of retail establishment(s) at above address: _____

Primary contact: _____

Telephone: _____ **Facsimile:** _____

Email: _____

Mailing address: _____

REQUIRED ATTACHMENTS

The following items must be attached to the application form:

1. Scale façade improvement plan including:
 - Two copies of a site plan drawn to scale indicating property lines, existing structures, parking, landscaping, signage
 - Two copies of an elevation plan drawn to scale indicating all building materials and colors
 - Two copies of a landscape plan drawn to scale for projects involving landscape modifications
 - Two copies of propose signage on the building drawn to scale
2. Detailed cost estimate
3. Title Report or Copy of Deed (Property owners only)
4. Property Owner approval letter (Business owners only)

ELIGIBLE IMPROVEMENTS

Eligible improvements under this program are limited to those that will be made to the exterior front and/or sides (facades) of buildings that impact the visual aesthetics of the property. Exterior painting, signage, awnings, lighting, window/door replacement or modification, and building/storefront/façade restoration are eligible items as well as minor landscaping improvements. Applications will not be accepted for grant consideration for improvements that have been subject to a previous building permit or that have already been completed. Costs associated with the preparation of the Façade Improvement Plan that are eligible under this program are as follows: up to 12 hours of architect or design assistance to a maximum of \$750.

ELIGIBILITY: PROPERTY OWNERS

Grant funds for this program are only available to owners of commercial properties located within the New Brunswick Special Improvement District (S.I.D.). All grant awards are subject to available funding. Requests for multiple storefronts will be evaluated on a case-by-case basis.

ELIGIBILITY: BUSINESS OWNERS

Grant funds for this program are only available for owners of businesses operating within the New Brunswick Special Improvement District (S.I.D.). All grant awards are subject to available funding. Business owners must submit a letter of approval from property owner with application.

GRANT AMOUNTS

Grant funds will be made on a first-come, first-served basis until budgeted funds are committed. Grants amounts will be calculated as 25% of the cost of eligible improvements to a maximum of \$4,000 per grant. The minimum size of a grant will be \$1,000. Therefore the minimum cost of eligible improvements will be \$4,000. Façade improvement with a total project cost under \$4,000 are not eligible for this program.

APPLICATION PROCESS

Improvements must comply with all City building codes, permitting, and sign standards. Completed applications should be submitted to:

New Brunswick City Market
120 Albany Street – 8th Floor
New Brunswick, NJ 08901
732-545-4849

If complete, the grant application will be reviewed by the Façade Improvement Grant Program Committee and approved/disapproved within 30 days of receipt. All improvements must be completed within six months of approval of the application, unless a written extension is granted.

If more applications are received than funds are available, City Market will prioritize the applications based on the project's location, the impact the building has upon the district, and the level of financial participation by the property and/or business owner.

DESIGN REVIEW

Design review will be required of all applications, and will be conducted by the Façade Improvement Grant Program Committee, coordinated by New Brunswick City Market. City Market seeks façade designs, which comply with the organization's published design standards.

PROGRAM PROCESS

1. Property and business owners makes decision to rehabilitate and participate in program.
2. Property or business owners meet informally with City Market staff and/or members of the Façade Improvement Grant Program Committee to discuss intent of application and to obtain/review City Market's design standards.
3. Property or business owners submit completed application and all required attachments to City Market.

4. City Market evaluates cost estimates, and determines dollar amount of façade grant. Application is reviewed by Façade Improvement Grant Program Committee for design.
5. City Market notifies applicant of design approval and approved grant amount by letter. Applicant may then proceed with improvements (pending other financial assistance).
6. Once improvements are complete, applicant submits proof of expenses and grant payment request to City Market.
7. City Market schedules a site visit to inspect and view approved improvements.
8. City Market issues a check to applicant within two weeks after staff approves completed project.

For further information or assistance, please call New Brunswick City Market at 732-545-4849.