



Façade Grant Application

Stantonsburg Downtown Development Authority

PO Box 10 Stantonburg, NC 27883

Contact : 252.238.3608 awhitley@townofstantonsburg.com



Please complete this application in BLACK or BLUE ink only. PDF Autofill accepted.

Illegible/incomplete applications will be returned to the applicant.

Property Address: _____

Property Owner: _____

Applicant: _____

If applicant is not the owner, a signed agreement authorizing the work must be attached as part of the application.

Mailing Address: _____

Phone: _____ Email: _____

Current Use of Building: _____

Proposed Use of Building: _____

Summary of Proposed Façade Improvements:

Total Façade Improvement Cost	\$ _____
Total Entire Building Renovation Cost	\$ _____
Total Committed Property Owner Contribution	\$ _____
Total Committed Business Owner/Tenant Contribution	\$ _____
Grant Amount Requested	\$ _____

Note: Request amount limited to 50% of Total Façade Improvement Cost. Request may not exceed \$5,000

Required Attachments

Please check mark next to each item, as required, to show it has been included in application packet.

- Current color photograph of façade.
- Historic photograph of the façade.
- Architectural design drawings. Must be to scale and include annotations of all proposed improvements.
- Itemized contractor estimates. [Costs of labor and materials must be itemized separately.]
- Written permission from property owner authorizing work, if applicable.
- Signed lease agreement, if applicable.

Estimated Construction Start Date:

All work must be completed six months from this date.

Please initial next to each item.

- _____ I understand that I must meet with the Town of Stantonburg DDA about the proposed project prior to submitting an application.
- _____ I understand that the grant funds must be used for the project as described in this application and that any changes to the project must be submitted in writing and approved by Town of Stantonburg DDA.
- _____ I understand that grant payments are contingent upon completing the project as outlined and providing adequate proof of expenditure of funds and copies of all required building permits.
- _____ I understand that the proposed project must pass all required Construction Standards inspections and/or receive a Certificate of Occupancy (if applicable) prior to request for reimbursement.
- _____ I understand that upon completion of the project staff will inspect the work for compliance.
- _____ I understand that payments will be mailed to the applicant and address as listed on this application.
- _____ I understand that all work must be completed within six [6] months from date of signed agreement and any extensions must be requested in writing prior to the end of those six [6] months.
- _____ I understand that no grant payment will exceed \$5,000 and the applicant is not eligible for payment until the project has met all terms of the grant agreement.

Applicant Signature: _____

Date: _____

Printed Name: _____

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