

**ARTS & CULTURAL DISTRICT
FAÇADE IMPROVEMENT PROGRAM**

Department of Planning & Development Review
900 East Broad Street, Room 511
Richmond, VA 23219
Email: Facades@Richmondgov.com



PROGRAM APPLICATION

Applicant: _____ Phone: _____

Eligible Property Address: _____

E-mail Address: _____

Business Name & Address: _____

Business Address: _____

Building Owner (if different from Applicant): _____

Owner written consent attached

Lease Terms: _____

Type of improvement being proposed:

- | | |
|--|---|
| <input type="checkbox"/> Design only | <input type="checkbox"/> Restoration of historical elements |
| <input type="checkbox"/> Rehabilitation and painting | <input type="checkbox"/> Windows/shutters |
| <input type="checkbox"/> Other | |

Please describe the project improvements:

Contractor/Supplier Name: _____

Address: _____

E-mail Address: _____ Phone: _____

ATTACHMENTS REQUIRED**

- 1) Current photographs** of the building that clearly illustrate the existing condition of the façade and include where proposed work will occur.
- 2) A full written description** of proposed work and exterior rehabilitation

- 3) **Design drawings** that comprehensively show the proposed project, including details of cornices, windows, doors, shutters, decorative elements, colors, and historical elements. They should clearly identify new features to be attached to the building, as well as any site improvements or changes to lighting. Clearly indicate what are repaired materials, matching replacement materials, or new materials different from what is currently present. If you are restoring a historic façade, please provide historical documentation of the historic appearance.
- 4) A **list of proposed materials and colors**, including material specifications and samples where appropriate.
- 5) Further bids, estimates, and/or contracts, product brochures, locator map and design drawings, if appropriate. All design drawings should be on paper not exceeding 11" x 17".
- 6) A **written cost estimate and budget** for all aspects of the façade improvements that details what costs will be the match, what will be grant funding, and what will be outside of the Façade Improvement Program scope.
- 7) Property owner written consent and a **copy of the lease, deed, or land contract**.
- 8) A **schedule** for completion of the project. Projects must be completed within 120 days of approval, subject to extension for extenuating circumstances.

Total Cost of Improvements: _____ Grant Amount Requested _____

APPLICANT’S CERTIFICATION

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Richmond Façade Improvement Program and is true and complete to the best of the applicant’s knowledge and belief. As of the date of signature, work on the façade described in this application has not commenced.

Signature: _____ Date: _____

Please send this completed application & accompanying attachments to Facades@richmondgov.com. Please send application fee of \$150 in the form of a check made out to “City of Richmond” to:

Department of Planning & Development Review
 Attn: Façade Improvement Program
 900 East Broad Street, Room 511
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APPLICATION CHECKLIST

Does your application include...

1. A COMPLETED APPLICATION FORM

2. TENANT APPLICANTS:

- (a) Copy of your lease or land contract
- (b) Letter providing the property owner’s written authorization of your proposal;

OR:

OWNER APPLICANTS:

- (a) Copy of property deed

3. PHOTOGRAPHS of existing façade conditions

4. DESCRIPTION OF PROPOSED WORK and exterior rehabilitation, including a general construction schedule

5. DESIGN DRAWINGS, product samples, and further rehabilitation details as needed

6. CHECK FOR \$150 APPLICATION FEE made out to “City of Richmond”.

If so, then send the entire packet, including attachments to:

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