FACADE & INTERIOR IMPROVEMENT GRANT APPLICATION

FAIRFAX CITY
ECONOMIC DEVELOPMENT

Application Process:

To apply to the Facade & Interior Improvement Program (FIIG), applicants must review and complete all sections of the application. Please submit the completed application and accompanying information to Fairfax City Economic Development **Measley@fairfaxcityecondev.org, Jlocke@fairfaxcityecondev.org** or at **10300 Eaton Place, #235 Fairfax, VA 22030.**

APPLICANT INFORMATION

Business or Applicant Name:

Address of Property:

Contact Person:

Phone Number: **Email:**

Applicant is the: ☐ **Owner** ☐ **Tenant** ☐ **Other** ☐ **Both**

Building Owner (if different from Applicant):

☐ **Property Owner Consent Form attached**

Lease Terms (if applicable):

PROPERTY INFORMATION

Tax Parcel ID Number(s):

Property Zoning Classification:

Description of Property:

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PROJECT INFORMATION

Planned Improvements:

Pleaseprovideadetaileddescription of the improvement (s) that will be made to the property.

Total Proposed Budget:

This number represents the total cost of the project

All work must be completed by licensed contractors.

Contractor/Business Name:

Address:

Contact Person:

Contact Information:

Include with Application:

- ☐ **Two colored photos of the current property conditions**
- ☐ **Detailed information of the proposed improvements including drawing/sketches (along with cost, color, dimensiions and materials)**
- ☐ **Estimate from a licensed contractor**
- ☐ **Copy of contractor's license**

PROPERTY OWNER CONSENT FORM

Complete only if Applicant is NOT the Owner of the Property

I, _____ ("Property Owner"), certify that I own the property located at _____ ("Address") and that I have received and reviewed the application by _____ ("Applicant") for participation in the Fairfax City Facade & Interior Improvement Grant (FIIG). I agree to permit the Applicant and their contractors or agents to implement the improvements listed in the Project Information section.

I hereby waive any claim against the City arising out of the use of FIIG program funds for the purposes set forth in the Application. I agree to hold the City harmless of any charges, damages, claims or liens arising out of the Applicant's participation in the Facade & Interior Improvement Grant.

_____
Signature of Property Owner 1

_____
Printed Name of Property Owner

_____
Date

_____
Address of Property Owner

_____
Phone Number or Email of Property Owner

_____
Signature of Property Owner 2

_____
Printed Name of Property Owner

_____
Date

_____
Address of Property Owner

_____
Phone Number or Email of Property Owner

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SIGNATURES

Iagreethat I have readall information included above and all information provided within the application is accurate to the best of my knowledge.

Signature of Applicant

Date

Signature of Property Owner

Date

IMPORTANT INFORMATION

1. **All application forms must be submitted and approved by the FIIG Committee and a grant agreement between the EDA and applicant must be finalized prior to work commencing.**
2. **Businesses approved for the Facade & Interior Improvement Grant (FIIG) must commence and complete all improvement(s) listed on the application within six months of entering into an agreement with Fairfax City Economic Development Authority.**
3. **The Applicant is responsible for ensuring that proposed improvements comply with the design guidelines and any ordinances enacted by the City Council governing the use of land, signage, external appearance, etc. Improvements must be consistent with recommendations set forth in master plans for the area in which the property is located.**

APPLICATION EVALUATION CRITERIA

The Facade & Interior Improvement Grant Committee will evaluate each application based on the following criteria:

- ***Need and Impact*- The property is in need of improvement. The property and/or elements of the property that are to be improved are highly visible.**
- ***Project Readiness*- Inclusive of a detailed project plan and budget that includes detailed estimates of all labor and materials. Project completion time is realistic.**
- ***Project Vision*- Commitment to improvements that adhere to local building codes and follow best practices in storefront design. Improvements meet program goals; creating more attractive facades or customer facing internal components of the business.**

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APPLICATION REVIEW PROCESS

- Upon receiving a completed application, the application will be reviewed by the members of the Facade & Interior Improvement Grant Committee (FIIGC). FIIGC is comprised of members of the EDA Commission, Board of Architectural Review (BAR) and the Planning Commision. Applications meeting the minimum scoring criteria will be approved.
- Proposed improvements, will either be approved either administratively for a Minor Certificate of Appropriateness, or considered by the BAR for a Major Certificate of Appropriateness.
- Proposed improvements requiring a hearing before the BAR are required to apply (complete and submit documents) to BAR for consideration. The BAR may decide to issue a Major Certificate of Appropriateness for improvements. Upon issuance, the proposed improvements will be transferred to the Façade Improvement Committee for review.
- The FIIGC will conduct a review and provide written notification to the applicant stating whether the proposed improvements have been approved as submitted, approved with changes or denied. The FIIGC will also advise the applicant of the anticipated amount of reimbursement authorized, provided the improvements are completed as approved.
- FIIGC may request modifications of a proposed design to ensure the appearance of the site or building will be compatible with the character of the surrounding neighborhood. If the applicant chooses not to make the modifications as requested, the FIIGC reserves the right to deny funding.
- FIIGC reserves the right to request further information from the applicant or visit the applicant's property in order to evaluate the merit of applicant's proposed façade or interior improvements.
- Projects deemed eligible for reimbursement must be completed within six months of entering into a grant agreement with the EDA. The EDA and/or FIIGC reserves the right to cancel funding to projects not completed within six months of approval.

REIMBURSEMENT PROCESS

- Applicants who qualify for funding must document all expenditures and provide the Economic Development Authority with appropriate backup (receipts, paid invoices, etc.) for all eligible improvements within 30 days of completion.
- A sample reimbursement request form will be included as an exhibit in the grant agreement between the Economic Development Authority and the applicant. Once construction is complete, the FIIGC will visit the project to ensure that it complies with the approved plans.

CONTACT INFORMATION

For questions concerning the process or to submit your application:

Measley@fairfaxcityecondev.org
(571) 318-0080
Matthew Easley
AssistantDirectorofOperations&Finance

Jlocke@fairfaxcityecondev.org
(571) 595-8533
Jordan Locke
EconomicDevelopmentAssociate

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