

South Hill Façade Improvement Program

Application for Matching Funds

Applicant Information

Name: _____

Address: _____

Telephone: Mobile: _____ Other: _____

Email: _____

Property Owner Information (if different from Applicant)

Name: _____

Address: _____

Telephone: Mobile: _____ Other: _____

Building Façade to Be Improved Information

Name (if known): _____

Address: _____

Description and Cost Estimate of Improvements (Please provide specific details.)

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Applicant Signature: _____ Date ____/____/____

My signature indicates I have read, understand, and agree to comply with Program Guidelines.

Received By: _____ Date ____/____/____

Review Committee Action

Approved _____ Denied _____ (see **Comments**) Date ____/____/____

Comments

Please return completed application to:
South Hill Façade Project Review Committee
211 S. Mecklenburg Avenue
South Hill, VA 23970

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Program Guidelines

The South Hill Façade Improvement Program is a collaborative effort between the Town and property owners/occupants to improve the attractiveness of our town. The matching funds are available to assist building owners and occupants as a dollar for dollar reimbursement for *qualifying* expenditures with a maximum match of \$5,000 per building.

Qualifying expenditures must be for relatively permanent improvements that enhance the appearance of a building's facade regardless of the building's use (residential, commercial, office, etc.). Examples of qualifying expenditures include exterior paint, exterior lighting, exterior doors and windows, and blank exterior awnings with no signage.

Examples of expenditures that do not qualify include signage, interior improvements, and exterior improvements which are not readily visible from the street in front of the building. For buildings located at the corner of two streets, permanent improvements to the side of the building which fronts on the side street may be considered.

Buildings located in the corporate limits of the Town of South Hill, VA are eligible to participate in the façade improvement program.

Building owners are required to submit an Application for Matching Funds with a detailed description and cost estimate of planned improvements to a Project Review Committee prior to construction. The committee will review and approve or deny (with explanation) the application within 30 days of receipt. Denied applications may be modified and resubmitted.

For qualifying projects, work must begin within 30 days of approval and be completed within 90 days of approval. Matching funds may not be available if projects are not timely completed. Extensions to complete work may be requested under certain uncontrollable circumstances, but are discouraged. If granted, an extension may not exceed 60 days. Only one extension per project will be considered.

Upon completion of work within the required time frame, property owners must submit a request for reimbursement of qualifying expenditures with copies of paid receipts attached to the Project Review Committee. Within 14 days of receiving the request the committee will inspect the work for satisfactory completion. The committee will be happy to conduct interim inspections upon request to ensure improvement efforts are appropriately proceeding. Upon satisfactory completion of the work and approval by the Committee, the Town will reimburse the Applicant for up to 50% of qualifying expenditures.

The program will remain in place until the matching funds are exhausted. The funds are available on a first come first serve basis.