



## **Berlin Main Street Façade Improvement Program**

### **GENERAL GUIDELINES**

1. Preference may be given in the following situations
  - a. Buildings that will keep the historical integrity
  - b. Buildings that contain retail uses over those that contain other businesses
  - c. Coordinated efforts of contiguous properties over individual properties
  - d. Front façade projects over other parts of the building
  - e. Renovation projects over new construction
  - f. Commercial/income-producing buildings over those owned by public agencies
2. New property owners are encouraged to apply.
3. New business tenants are encouraged to apply.
4. At the Matching Grant Committee's discretion, exceptions to any of the guidelines may be approved due to special conditions or situations.

### **PROJECTS ELIGIBLE FOR FUNDING**

1. Exterior painting.
2. Removing inappropriate or incompatible exterior finishes/materials.
3. Restoring exterior finishes and materials.
4. Recessing/reconfiguring of existing doors and entrances.
5. Repairing or replacing existing storefront window systems.
6. Signs (new, repairing, replacing and removing).
7. Exterior building and sign lighting, display area lighting.
8. Awnings; new, repairs or replacement of existing.

### **APPLICATION, APPROVAL AND REIMBURSEMENT PROCESS:**

Matching grants of up to a maximum \$10,000 may be awarded, dependent upon the availability of budgeted funds through the Town of Berlin and the Maryland Department of Housing and Community Development.

**This program is a step process:**

1. Applicants asking for consideration must own property or a business located within the Berlin Main Street District.
2. Applicant contacts the Berlin Main Street office and obtains the necessary paperwork. The paperwork will include:
  - General Guidelines and Information for Property Owners
  - Preliminary Matching Grant Application
  - General Conditions and Contract for Applicants
3. Applicant must read all guidelines, conditions, and forms prior to submission.
4. "Façade Improvement Program Preliminary Matching Grant Application" must then be filled out and submitted to the Berlin Main Street office. With the application there should be pictures accompanying that show the current conditions of the building, as well as what the proposed renovation is to look like and estimated costs of the project.
5. After pictures and application are received, they are then turned over to the Main Street Design Committee for review. This committee either accepts proposal; rejects proposal; or make recommendations for change.
6. If Design Committee accepts the proposal, they make a recommendation for final approval to the Town of Berlin. **The Berlin Historic District Commission must also approve the project as well as the Maryland Historical Trust.**
7. Applicants are contacted to advise them of the decision regarding their project and the amount of funding being made available to them.
8. The Design Committee must review any changes made to the construction plans. Any changes that are contrary to the original intent/proposal for historical restoration may result in the funding being rescinded.
9. Once the project has been completed, a financial report showing proof of expenses will be made to the Town of Berlin Department of Economic Development. Examples area: canceled checks, paid invoices, contractor's sworn statements, subcontractor's waivers of lien, etc. Reimbursements will be based on actual project costs, not including "in-kind" labor or donated materials.

10. Renovation projects must be started within three months of the time of approval and completed within six months.

**Ineligible Expenses Include:**

1. Expenses incurred prior to receipt of project approval may not qualify.
2. Improvements other than façade, such as site improvements, parking lot improvements, sidewalks, landscaping work, etc.
3. Work done on non-street facing sides of the building.

**Any questions regarding the Façade Matching Grant Program should be directed to the Town of Berlin, Department of Economic Development:**

**Michael Day**

**443-735-0957**

**[mday@berlinmd.gov](mailto:mday@berlinmd.gov)**



## Berlin Façade Improvement Program General Conditions

1. I, the applicant, have read the Façade Improvement Guidelines for Merchants and Property Owners in the Downtown Berlin Historic District and understand the criteria for approval of my application.
2. I further understand and agree that this is a "GRANT PROGRAM" and that this is not a guarantee of acceptance for funding. I further understand that the process for acceptance is in three (3) stages. These stages:
  - I. Reading and acknowledgement of all of the conditions\criteria as set out by the Berlin Main Street Program and the Town of Berlin.
  - II. Application, pictures, and concept are submitted to Main Street and reviewed by a designated Design committee. This committee either accepts or rejects the proposal. If rejection occurs, it does not become a debatable issue as they have authority to accept or reject OR make further recommendations.
  - III. If application is accepted by the Main Street Design Committee, recommendation is then given to the Berlin Historic District Commission and the Maryland Historical Trust for approval. The Town of Berlin is the Funding entity for this program.
3. It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.  
**A Berlin building permit is required.**
4. It is expressly understood and agreed that work completed prior to final approval may be ineligible for funding.
5. It is expressly understood and agreed that the applicant will not seek to hold the Berlin Main Street and/or the Town of Berlin, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss related in any way to the Façade Improvement Program.

6. The applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.

7. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti, sweeping and shoveling in front of the property. There shall be no material changes to or adding to the façade, front, or awning of such building without approval of the Main Street Design Committee and the Berlin Historic District Commission.

8. The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two (2) years.

9. The applicant authorizes Berlin Main Street to promote an approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Street's materials and press releases.

10. Use a current application form! Berlin Main Street reserves the right to make changes in the guidelines of the Façade Improvement Program, between projects.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

If the applicant is not the property owner, please have the property owner or an authorized representative review the application and sign below.

As owner of the property at \_\_\_\_\_, I have reviewed the above application and authorize the operator of \_\_\_\_\_ at said address to perform the façade improvements described above as part of the Berlin Main Street Façade Improvement Program.

Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_



## Berlin Main Street Program Application for Façade Improvement

### A. General and Background Information

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

(Work): \_\_\_\_\_

Address of work: \_\_\_\_\_

Owner of address where work will be performed (if other than applicant):

\_\_\_\_\_

Address of owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cost of work to be completed: \_\_\_\_\_

Amount of funding requested to complete work: \_\_\_\_\_

Estimated date to start work: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

### Current Use of Building

1st Floor \_\_\_\_\_

\_\_\_\_\_

2nd Floor \_\_\_\_\_

\_\_\_\_\_

3rd Floor \_\_\_\_\_

\_\_\_\_\_

Will uses change following completion of this project? Yes \_\_\_ No \_\_\_

If yes please explain. \_\_\_\_\_

\_\_\_\_\_

**B. Financial Information**

If the project will cost more than the amount to be provided by the Berlin Main Street Program (max. \$10,000) then the applicant must attach a copy of the letter of commitment from a lending institution for the funds or evidence of other funds being available.

If a bank loan will be used for part of the rehabilitation costs, complete the following:

Name and address of bank: \_\_\_\_\_

Term of Loan: \_\_\_\_\_ Interest Rate: \_\_\_\_\_%

Contact Person: \_\_\_\_\_

Telephone Number \_\_\_\_\_

If other funds will be used, attach a separate summary.

**C. If approved the applicant will be **REQUIRED** to submit detailed plans and drawings of the proposed project.**

By his or her signature below, the applicant acknowledges his understanding that all local and state building codes and laws will apply.

I, the applicant, have read and understand the Berlin Main Street Façade Improvement Program and agree to abide by the conditions as set forth in this Program. I hereby affirm that all information included on this form is true and accurate to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Owner consenting to work to be performed on said property:

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone # \_\_\_\_\_

Approval of Berlin Main Street Program:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Amount of funds approved by Berlin Main Street Program: \_\_\_\_\_