

# THE TOWN OF NEW CASTLE FAÇADE IMPROVEMENT GRANT PROGRAM

## PROGRAM SUMMARY

### **I. Overview**

The Façade Improvement Grant Program is intended to support and encourage small businesses to reinvest in the Chappaqua business hamlet. The Program recognizes the positive impact that individual building improvements can have on the overall appearance, quality and vitality of a business district. The Program will help small businesses and property owners rehabilitate and enhance the visible exterior of existing buildings and street-level storefronts by providing matching grants to incentivize the performance of such work.

### **II. Matching Grants**

Under the Program, the Town offers matching grants to eligible property owners and/or tenants of retail, commercial and mixed-used (business/residential) buildings in the Chappaqua business hamlet to be used for making improvements to the exterior of their buildings and storefronts.

The Program is being implemented in two phases. In Phase I, a 50% matching grant will be issued for small repairs up to a maximum grant amount of \$1,000 per applicant. In Phase II, which shall be implemented after the adoption of a Form-Based Zoning Code for the Chappaqua Hamlet, a 50% matching grant will be issued up to a maximum grant amount of \$7,500 per applicant. Grant applications will be processed a first-come, first-serve basis with a maximum Town expenditure of \$75,000 for both phases.

Grants will be issued on a reimbursement basis following completion of the project after the applicant provides the Town with documentation of eligible project expenditures.

No more than one grant under Phase I and one grant under Phase II shall be issued to any owner and/or tenant of an eligible building.

### **III. Program Term and Annual Review**

The program shall terminate three years from the date of adoption. Thereafter, the Town Board may renew the program for two additional years upon adoption of a resolution, unless the Town spends the maximum \$75,000 prior to such date.

On an annual basis, and before the implementation of Phase II, the Town Board shall review the projects which have received funding under the Façade Improvement Grant Program to evaluate the success of the program and to determine if any changes to the program are required.

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## **IV. The Chappaqua Hamlet**

The Program covers retail, commercial and mixed-used (business/residential) properties located in the Chappaqua business hamlet, which includes the B-R, B-RP and B-D Zoning Districts. (See attached Zoning Map).

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## ELIGIBILITY REQUIREMENTS

### **I. Owners/Tenants**

Owners and tenants of retail, commercial and mixed-used (business/residential) buildings within the Chappaqua business hamlet are eligible. Governmental entities and public and quasi-public authorities are ineligible.

Applicants cannot begin work on their project until after receiving any/all required permits and approvals from the Town. If work begins prematurely, or if the Town issues a violation against the property during the course of a project, grant eligibility will be forfeited.

No more than one grant under Phase 1 and one grant under Phase 2 shall be issued to any owner and/or tenant of an eligible building.

### **II. Properties**

The Program covers retail, commercial and mixed-used (business/residential) properties located in the Chappaqua business hamlet, which includes the B-R, B-RP and B-D Zoning Districts.

Grant applications will not be accepted, and grants will not be awarded, with respect to any property that has an outstanding municipal lien or debt, including but not limited to taxes and utility charges. In addition, properties that have outstanding violations that are not being cured as part of a grant application under this Program are ineligible.

### **III. Projects/Improvements**

Projects and improvements must involve work performed by a licensed contractor to the visible exterior of an eligible building, such as a façade or storefront. A facade is defined as a side of a building, including parapet walls, that is visible from a public street or public parking lot. The sides of a building that are not visible from a public street or public parking lot are excluded. A storefront is that portion of a building on the ground floor that has a window that allows an unobstructed public view of the interior from any immediately adjacent street, sidewalk or right-of-way. Examples of eligible work include:

- New signage
- Exterior lighting
- Painting to highlight the buildings' historic character
- Façade repair or reconstruction
- Cleaning brick masonry and façade
- New cornices for the roof gables
- New awnings or canopies
- Window or door replacement

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- Rear entrance improvements, if open for use by the general public

Architectural fees and building permit fees associated with the work are also eligible for grant funding. All work performed on a building must comply with applicable building codes, laws and regulations.

#### **IV. Ineligible Projects**

The cost of new construction, repair or replacement of a roof, work that principally involves minor repairs or routine maintenance, landscaping or paving, are not eligible under the Program.

#### **V. Additional Requirements**

Once projects receive all necessary permits and approvals, work must be started within 2 months and completed within 3 months to remain eligible for granting funding. One 30-day extension of the 3-month completion period may be granted for good cause upon written request by the grant applicant.

### **INSTRUCTIONS**

- Step 1** Applications must be submitted to the Town of New Castle Development Department, 200 S. Greely Avenue, New Castle, NY 10514. An application from a tenant must include written consent from the property owner. Applications must include photographs of the facade or storefront to be improved and a detailed description of the planned work.
- Step 2** The application materials, including any associated building permit application, will be reviewed initially by the Town staff, in consultation with the Building Inspector. After the applicant has obtained all required approvals, the Building Inspector shall make a final determination as to whether a grant application shall be granted or denied, and shall advise the applicant accordingly.
- Step 3** After the applicant completes the required work and, if applicable, receives a Certificate of Occupancy from the Building Inspector for the improvements, the applicant shall submit a reimbursement request to the Town Development Department on a form to be generated by the Development Department. The reimbursement request shall include copies of paid receipts or other documentation sufficient to verify the expenditure of monies to perform work eligible for a matching grant.
- Step 4** Upon review and approval of the reimbursement request and a final inspection of the eligible work, the Building Inspector shall advise the Town Board in writing that a check should be issued to the applicant for the approved amount.
- Step 5** At a public meeting, the Town Board will authorize the payment of the matching grant to the applicant.