



**Hagerstown Historic District Commission
 SIGN AND FACADE GRANT APPLICATION**

Please refer to the map on Page 4 of this document to determine in which district your business is located and check the appropriate box:

- City Center – (CC-MU) and **INSIDE** the historic district. City Center – (CC-MU) but **OUTSIDE** the historic district.

Location Information:

Business Name: _____
 Business Owner's Name: _____
 Business Address/Location of Sign: _____
 Business Phone: _____ Business Owner's Email: _____
 Business Fax: _____ Business Website: _____

Building Information:

Property Owner's Name: _____
 Property Owner's Address: _____
 Property Owner's Phone: _____ Property Owner's Email: _____

Applicants Information:

Applicant's Name (if different from above): _____
 Applicant's Title (Contractor/Office Manager/Tenant): _____
 Applicant's Address: _____
 Applicant's Phone: _____ Applicant's Email: _____

For Office Use Only: Case # HDC- _____ Date Accepted _____ 45-Day Time Limit Expires _____	For Office Use Only Case # G- _____ Date Accepted _____ 45-Day Time Limit Expires _____
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SIGN AND FACADE GRANT APPLICATION (Continued)

Approvals from the Historic District Commission (HDC) and the Partners in Economic Progress (PEP):

All improvements must be approved by the Historic District Commission (HDC) to ensure that the grant-funded work will contribute to the historic character of City Center Hagerstown, as well as the Partners in Economic Progress (PEP) Committee to determine if the proposed project will be a good use of City funds. Please fill in the blanks below and deliver the following items with this application form to *Planning and Code Administration, City Hall, Room 300, One East Franklin Street.*

Sign Dimensions: _____ **Will sign be illuminated?** Yes No

Sign Type (Projecting, Wall Mounted, etc.) _____

Sign Materials (Wood, Metal, Composite, etc.): _____

- Scaled Drawing:** A scaled drawing, photo or rendering showing the building façade to include the wall from the ground level to the roof line, storefront, doors, windows, and architectural detailing in the proposed signage location. This submission should show the sign on the building in the proposed location. (Your graphic artist or signage specialist should be able to supply this item.)
- Sample Material:** A sample of the finish material.
- Authorization:** If Applicant is different from Property Owner, a written authorization from the Property Owner must be submitted with this application.

Upon receipt of the complete application with the required submissions, the Applicant will be contacted and scheduled to attend a Historic District Commission Meeting to review the proposal. This meeting is typically held on the second or fourth Thursday of each month in City Hall, Room 407.

For questions regarding the application process, contact Debbie Calhoun, (301) 739-8577, ext. 138 or email: dcalhoun@hagerstownmd.org

Certification: I understand that failure to complete this application fully, including the requested submission material, attachments, and other supporting material as may be required by Historic District Commission or the Planning and Code Administration Office, and/or failure of the applicant or representative to appear at the scheduled HDC meeting, will result in postponement of the application until the next regularly scheduled meeting. The applicant may be dismissed if there are two (2) or more postponements. If an application is denied, the same application shall not be renewed within a period of one (1) year of the denial.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

For Office Use Only:

- | | |
|---|---|
| <input type="checkbox"/> Approval – Sign Grant Proposal | <input type="checkbox"/> Denial – Sign Grant Proposal |
| <input type="checkbox"/> Approval – Facade Grant proposal (Minor) | <input type="checkbox"/> Denial – Facade Grant proposal (Minor) |
| <input type="checkbox"/> Approval – Facade Grant proposal (Major) | <input type="checkbox"/> Denial – Facade Grant proposal (Major) |

Chairperson's Signature: _____ Date: _____



SIGN AND FACADE GRANT REQUEST FOR PAYMENT

Once your sign is approved and you receive your Approval Letter:

To receive reimbursement for your expenses, the Applicant must submit the following attachments to Planning and Code Administration Division, *City Hall, Room 300, One East Franklin Street* or email the documents to Debbie Calhoun: dcalhoun@hagerstownmd.org

- Approval Letter:** Approval letter from the Historic District Commission (HDC)
- Final Invoice(s):** Copy of Final Invoice(s) or Paid-In-Full Receipt(s) from your Vendor(s)
- Vendor Application:** Fill out the attached vendor application for the payee. This is required by the City's Finance Office to set the payee up in our accounts payable system.
- W-9:** A W-9 is the "Request for Taxpayer Identification Number and Certification". This is required by the Federal government. Businesses and municipalities who pay service providers are **required** to obtain the **W-9** before submitting the year-end 1099.

Upon receipt of the required submissions, the Applicant will be reimbursed up to the grant limits (Sign - \$300; Minor Façade - \$1,000; Major Façade - \$5,000), but not more than, 50% of the approved project amounts reflected in the final invoices. Please be advised The City of Hagerstown will not reimburse funds based on preliminary estimates.

Project Total (without City match): \$ _____ Amount Requested for Funding: \$ _____

Payment Information:

Payee Name (if not Business name): _____

Payee Title: _____ Payee Email: _____

Business Name: _____

Business Address: _____ Hagerstown, MD Zip: _____

For questions regarding the reimbursement process, contact Debbie Calhoun, (301) 739-8577 ext. 138 or email: dcalhoun@hagerstownmd.org

Certification: I understand that my Sign and Façade grant application must be approved by the Historic District Commission **prior** to commencing work on the proposed signage. Failure to submit the required documentation or other supporting material as may be required by the Planning and Code Administration Office will result in postponement of payment.

Applicant's Signature: _____ Date: _____