



Downtown Façade Improvement Program

What is the Downtown Sykesville Façade Improvement Program?

The Façade Improvement Program offers matching funds for façade improvement. Building and/or business owners can apply for up to 50% percent of the cost of their improvement project. The maximum matching grant contribution by the Town is \$ 5,000. The minimum grant contribution is \$500. ***Work completed prior to a letter of commitment is not eligible for funding.*** The goal of the project is to encourage building renovation, historic preservation and improved economic vitality by providing funding to upgrade Downtown Sykesville building façades.

Who can apply for funding?

Any building owner or store owner/building tenant with authorization from the property owner can apply for funding. The primary focus of the project area is Main Street, Norwood, Sandosky, Oklahoma, Baldwin's Drive and Schoolhouse Road. Additional locations on commercially oriented downtown blocks will be considered. Contact Ivy Wells, Main Street Manager (410-795-8959) to learn if your property is eligible.

Eligible projects include but are not limited to the following list:

- Painting
- Awnings
- Lighting
- Signage repair/new signage
- Masonry repair
- Door/window repair and replacement
- Removal of inappropriate or incompatible exterior finishes
- ADA outside improvements
- Roof replacement & repair
- Flower baskets/exterior beautification
- Curb Appeal enhancements

Are there any design guidelines?

Yes. Projects must conform to the Sykesville Historic District Commission Guidelines. For more information on the Historic District Design Guidelines, please see The Town of Sykesville website (<http://www.sykesville.net/historic.html>). Please note that the painting of a building does not require Historic District Commission (HDC) approval. Regardless of whether HDC approval is required, projects must be approved by the Sykesville Main Street Manager and Town Manager. The Sykesville Main Street Association (SMSA) Design Committee will review as well. Due to State funding requirements, projects also must be reviewed by the Maryland Historical Trust.

How does the application process work?

- Applicants submit a completed application form and Historic District Commission (HDC) application to Ivy Wells, Main Street Manager. In order for the application to be considered complete, the applicant must also submit: a) two color photos showing the existing building, b) detailed sketches or drawings of the proposed improvements and c) two bids on contractor letterhead. Once a completed application is submitted, the application will be reviewed and submitted to the Town Manager and Historic District Commission for approval. Applicants may be requested to appear before the Historic District Commission. Applications are reviewed on a first-come, first served basis.
- The Town also will forward the application to the Maryland Historic Trust (MHT) as required by the State of Maryland. MHT has 30 days to review the project.
- The Town will issue a letter of commitment when MHT, HDC, and Town Manager approval is granted. The letter will include the specific amount granted and any conditions of approval. The amount of the grant award is set out in the letter of commitment and will not be changed after project initiation. ***Work completed prior to a letter of commitment is not eligible for funding.***

What happens after a project is selected for funding?

Work selected for a matching grant must be completed within six (6) months. The six-month time period will begin after the acquisition of any necessary approvals and/or permits. Project applicants have one year to complete any Town approval processes. Depending on the scope of the project, extensions may be requested.

The applicant is responsible for obtaining all building permits and any other required Town and county approvals for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and the improvements.

The Town of Sykesville and Sykesville Main Street Association may promote an approved project including, but not limited to, displaying Town and SMSA signage at the site, during and after construction and using photographs and descriptions of the project in the Town's materials.

How do I get reimbursed for my project?

Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work (invoices, receipts, canceled checks or credit card statements) and the Main Street Manager and Town Manager must review the completed project to determine that the work performed is consistent with the work approved. Once the work is approved, the Town will process a reimbursement check in less than 30 days.

Downtown Façade Improvement Program

Name of Business:

Project/Business Address:

Phone Number:

Fax Number:

Email Address:

Property owner's name (if different from above):

Property owner's address:

Property owner's phone number:

Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.

Proposed Façade Improvements

Please describe below the proposed improvements to the property. The following must accompany this application: two color photographs that show existing conditions, detailed sketches/drawings of the proposed improvements (including placement, color, dimensions and materials); and two bids on contractor letterhead.

Proposed improvements:

Project fronts on (*list street name*): Main Street, Norwood, Sandosky, Oklahoma, Baldwin's Drive and Schoolhouse Rd

Total proposed budget: _____ Proposed start date: _____ Estimated completion: _____

Signature of applicant _____ Date: _____

Two color photos Two contractor bids Drawing(s) attached

Downtown Sykesville Façade Improvement Program

General Conditions

It is expressly understood and agreed that the applicant is not an agent, employee or subcontractor of Town of Sykesville.

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, building permits, HDC requirements, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to the receipt of a letter of commitment is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Town of Sykesville, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Façade Improvement Program.

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

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.

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

The applicant authorizes Town of Sykesville and the Sykesville Main Street Association to promote an approved project, including, but not limited to, displaying signage at the site, during and after construction, and using photographs and descriptions of the project in materials and press releases.

Signature of applicant: _____ Date: _____

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

As owner of the property at _____ I have reviewed the above application and authorize operator of _____ at said address to perform the façade improvements described above as part of the Town of Sykesville. Façade Improvement Program.

Signature of property owner
or authorized representative: _____ Date: _____