



Chamblee Downtown Development Authority

Façade Grant Program

The Chamblee Downtown Development Authority (DDA) and the Chamblee Main Street Program exist to promote sustainable economic development in Chamblee's historic central business district. In consideration of qualified economic development projects that commit to investing significant capital in physical improvements to existing buildings and that create or retain jobs in the Main Street district, so to revitalize and redevelop the central business district of the City of Chamblee, the Chamblee DDA is prepared to provide monetary incentives to offset the cost of exterior building façade renovations.

Eligibility

The following rules apply to any project that seeks DDA façade grant funds:

1. Projects must be located within the Main Street district (see attached map).
2. Buildings must be at least 50 years old. Reimbursement will only be approved for expenses incurred during renovations performed on exterior façades.
3. Applicants must not be delinquent on payments of any city of Chamblee taxes, fees, or fines at the time of application.
4. Priority will be given to facade renovations designed to increase pedestrian activity and the use of traditional downtown storefronts, such as murals or front façade renovations.
5. Proposed work must be in compliance with all applicable local zoning, life safety, and building codes.
6. Where applicable, project will follow the guidelines of the *Secretary of the Interior's Standards for Rehabilitation*.
(<http://www.nps.gov/tps/standards/rehabilitation/rehabilitation-guidelines.pdf>)
7. Requests for funds must be made via forms provided by the DDA at least two weeks prior to the next regularly scheduled DDA Board meeting, where applicants must present the project in person. Building tenants must have the property owner's permission to apply.
8. Proposals must include at a minimum: Applicant name & contact information; property owner name & contact information (if different); site address & tax parcel number; approximate age of building; a descriptive narrative of the proposed project; two color photos showing the existing condition of the subject facade; a scaled drawing detailing any proposed exterior improvements; two cost estimates of proposed work; a materials list for all new facade elements; if a new business: number of new jobs expected; if an existing business: number of retained or new jobs expected; total amount of business investment in dollars (including facade renovation).

9. Work may not begin until designs are approved by the DDA Board and the requirements for all applicable local permits are met.
10. Typically, the DDA will provide up to half the project cost not to exceed \$5,000 per project, however, exceptions may be granted to increase project funding above the set cap for reasons deemed compelling by the DDA. Funds from the DDA will be provided only after all work has been performed and has been verified to the DDA's satisfaction as conforming with the approved project plans and after a review of project invoices.
11. Projects are reviewed on a first-come, first-served basis. Funding levels for this program are determined by the DDA Board from time to time in its sole discretion. Once funding is exhausted, applicants must wait until the next fiscal year, unless the DDA Board elects to allocate additional funds to the program.
12. The grant request is subject to denial if all applicable procedures are not followed.
13. Grant is void if approved work is not completed within six months of approval by the DDA.
14. The DDA Board may, at its sole discretion, deny funding of any application or project.

Procedures

The following procedures must be followed to receive DDA façade grant funds:

Discuss project with the DDA staff and then complete the application. Work may **NOT** begin prior to staff review of the application.

Staff will review the application and make a recommendation to the Authority Board. Submit application, plans, and a digital before photo to Catherine Lee at clee@chambleega.gov or at City Hall, 5468 Peachtree Road, Chamblee, GA 30341. Façade design must be submitted to the DDA Board before construction.

Designs approved by the DDA Board should submit for building permits through the Chamblee Development Department at 5576 Peachtree Road, Ste 102, Chamblee, GA 30341. Contact: 770-986-5010.

Approval of a façade grant does not constitute nor imply that the City has approved any building or construction permit.

The project must be completed according to the design submitted (including materials, colors, awnings, etc.) and in accordance with all applicable Building Permit requirements of the City of Chamblee.

All expenditures must be documented. Upon project completion, submit invoices and cancelled checks along with the final expense total, a copy of the Building Permit and a digital after photo.

Once the approved project has been completed in compliance with these requirements, reimbursement will be made for the approved amount.