



# Town of Surfside Beach Guidelines & Application for Design Overlay Improvement Grant

The Design Overlay Improvement Grant was created to encourage private investment in improving older properties within the Design Overlay District (hereinafter referred to as "the district"). The grant assists with the cost associated with exterior improvements of buildings and landscaping, and can significantly reduce costs by as much as fifty (50%) percent up for awards up to five thousand (\$5,000) dollars for building improvements. Landscaping improvement grants may be up to two thousand (\$2,000) dollars. Grant applications are accepted at any time.

Any property owner, tenant, or business within the C1 and C2 Commercial districts may apply for a Design Overlay Improvement Grant subject to the requirements set out below. Incomplete applications will not be considered.

## **Grant Application Requirements.**

1. A *completed* grant application together with additional documents set out herein shall be delivered to the town clerk for delivery to the Surfside Beach Business Committee (hereinafter called "the committee.")
2. Only an individual or business having legal interest in the subject property may make application. Applicants on behalf of a business shall provide proof of authority to act.
3. Tenants must provide a leasehold interest in the property evidenced by a lease agreement and have written owner approval for any project that changes the exterior of the building.
4. Façade Grants: The project must be for the exterior renovations of an existing building
5. Landscaping Grants: The project must bring landscaping requirements up to current standards.
6. Two (2) estimates or bids from an architect, landscape designer (if one is hired), or licensed SC general contractor with the appropriate license numbers and/or seals affixed obtained within 30 days prior to the grant application shall be submitted
7. Proposed renovations to scale on 8.5" x 11" drawings
8. Written specifications outlining scope of work; paint color samples, siding material samples, and/or proposed shrubbery and trees (as applicable)
9. Color photographs of the existing conditions shall be submitted with the application.
10. The proposed project must meet all zoning requirements.
11. All required permits (building, zoning, business license, etc.) must be obtained *before work begins*.
12. The proposed project shall follow the requirements of the district as outlined in Chapter 17 of the Town of Surfside Beach Code of Ordinances.
13. Grants will be funded on a **REIMBURSEMENT BASIS**.
14. Applications must be approved in writing **PRIOR** to any work being started.
15. Any improvements made under the grant shall become part of the property and shall not be removed without written authorization of the Town of Surfside Beach. This does not apply when additional renovations that enhance the property are made.
16. At the time of application, all fees or other debts owed to the Town by the applicant or building owner must be paid up to date and applicant must be in good standing with the Town.
17. Work performed under any grant award is subject to inspection or inspections as stipulated by code.

18. Any projects approved under this program must be completed within 60 days of grant approval by Town Council. Extensions may be approved for landscape projects upon case-by-case request.

**Program Eligibility.** Any property for which grants are applied shall be located in the district. Only one application for façade and landscaping projects per fiscal year (July 1 to June 30) may be submitted.

**Applications Required:** Grant funds are not automatically provided. Applications are required and are reviewed on a case-by-case basis.

**Building Façade Applicants:** The property owner or tenant shall provide a complete application, including all supporting documentation substantiating both the general and specific criteria to the Business Committee.

**Landscaping Applicants:** The business and property must be clean and show evidence that it is maintained with no visual signs of neglected building maintenance.

**Planning, Building, & Zoning (PBZ) Approval Required:** Every approved application shall be submitted to PBZ for review and certification that the project meets all applicable codes and ordinances. Said review and certification shall be completed within ten business days from the date delivered to PBZ and certification delivered to the committee.

**Ineligible Use of Grant Funds:** Grant funds may not be used to purchase building permits, business license, or any part of the project plans.

**Grant Program:** Town Council will review the grant program during its annual budget process to determine whether funds may be appropriated for this program.

**Recommendation.** The committee shall approve grant applications hereunder. The project scope based on the bid estimates will determine the grant amount to be recommended to Town Council. Once the committee has approved the application, it will be delivered to PBZ for compliance review as stated above. When PBZ compliance is approved, the committee shall make its recommendations to the town administrator for funding.

**Reimbursement Basis:** No funds will be disbursed until such time as the project is completed; all inspections are approved; receipts for costs are submitted, and a property tour showing the improvements to the committee has been held. At such time, the committee will notify the town administrator that the project has been completed and the approved grant funds may be disbursed.

**Records:** The grant application and related documents shall be maintained in the town clerk's office for a period of three years after disbursement of funds. Records are subject to public inspection pursuant to the Freedom of information Action.



**Town of Surfside Beach**  
**DESIGN OVERLAY IMPROVEMENT GRANT APPLICATION**

The Design Overlay Improvement Grant was created to encourage private investment in upgrading the older properties in the Town's Design Overlay District. The grant will fund exterior improvements of buildings up to 50 percent of the project cost with a maximum \$5,000 match, and landscaping up to a maximum \$2,000 match. This application must be completed in its entirety, and is subject to the terms set forth on the guidelines, attached hereto. The committee reserves the right to request additional information. Applicants or representatives must attend the meeting in which when the grant is presented for approval.

Applicant \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant is  Building and Business Owner  Business Owner – Tenant  Building Owner

**IMPORTANT:** *If applicant is a tenant, the application must include a statement from the building owner that he or she approves the proposed project and that he or she will comply with all codes applicable thereto, plus provide all contact information for building owner as requested above for applicant.*

Project Description (please add additional pages as necessary) \_\_\_\_\_

\_\_\_\_\_

Estimated Total Cost \$ \_\_\_\_\_ \*2 quotes dated within 30 days required – see guidelines

Applicant Contribution \$ \_\_\_\_\_

Projected Start Date \_\_\_\_\_ Project Estimated Completion Date \_\_\_\_\_

**CERTIFICATION.** I hereby certify that all the information contained in this application together with any supporting documents are given for the purpose of obtaining a grant under the Design Overlay Improvement Grant program, and that all information is true, correct, and complete to the best of my knowledge and belief. I agree to comply with all regulations of the International Building Code, the Town of Surfside Beach Code of Ordinances, and other applicable laws, and the guidelines set forth on the Town of Surfside Beach Guidelines for Design Overlay Improvement Grant, which are incorporated herewith as part of the application.

\_\_\_\_\_  
Applicant or Authorized Signature

\_\_\_\_\_  
Date

Received by Town of Surfside Beach \_\_\_\_\_