



Town of Surfside Beach
DESIGN OVERLAY IMPROVEMENT GRANT APPLICATION

INTRODUCTION:

The Design Overlay Improvement Grant was created to encourage private investment in improving the appearance of retail 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 reduce costs by as much as fifty (50%) percent. Façade grants awards may be 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 throughout the budget year as long as there are funds available.

Any property owner, tenant, or business within the district may apply for a Design Overlay Improvement grant subject to the requirements set out below. Incomplete applications will not be considered.

PROGRAM ELIGIBILITY:

Any property for which grants are applied shall be located in the district. Only one application for façade and one landscaping projects per fiscal year (July 1 to June 30) may be submitted per applicant. (For this application, a façade shall be considered the entrance way from the street that is used by their customers.)

APPLICATIONS REQUIRED:

Completed applications must be approved before the project is implemented. (Approval is based on the requirements of the program and availability of funds.)

APPLICANTS:

The property owner or tenant (with written approval of the property owner) will provide a complete application, including all supporting documentation substantiating both the general and specific criteria to the Town Administrator. (Do not start work without written approval of the project.) The business and property must be clean and show evidence that it is maintained with no visual signs of neglected building maintenance.

BUILDING AND CODES:

Every approved application shall be submitted to Building and Codes for review and certification that the project meets all applicable codes and ordinances. (Review shall be completed as per the Town of Surfside Beach Ordinances.)

RECOMMENDATIONS:

The Town Administrator, with the aid of the Business Committee, will recommend which applications will go before the Council for approval once it is completed and approved by Building and Codes. Final approval of the project and grant amount shall be determined by Town Council.



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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 Business Committee has been held. At such time, the Town Administrator will approve the grant funds 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.

GRANT APPLICATION PROCESS:

1. A completed grant application together with additional documents set out herein shall be delivered to the Town Clerk for delivery to the Town Administrator.
 - a. Only the Owner and/or business having legal interest in the subject property may make application.
 - i. Tenants on behalf of a business shall provide written proof of authority to act.
 - b. ***Façade Grant:*** The project must be for the exterior renovations of an existing building facing the street where the customer and citizens view the facility.
 - i. Three (3) estimates or bids from an architect or licensed SC General Contractor with the appropriate license numbers and/or seals affixed obtained within 30 days prior to the grant application being submitted.
 - ii. Proposed renovations to scale on 8.5" by 11" drawings.
 - iii. Written specifications outlining scope of work; paint color samples, and siding material samples (as applicable).
 - iv. Color photographs of the existing conditions shall be submitted with the application.
 - v. The proposed project must meet all zoning requirements.
 - vi. All required permits must be obtained before work begins.
 1. The proposed project shall follow the requirements of the district as outlined in Chapter 17 of the Town of Surfside Beach Code of Ordinances.
 - vii. Grants will be funded on a **Reimbursement Basis**.
 - viii. Applicants must be approved in writing prior to any work being started.
 - ix. 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.
 - x. Projects must be completed within 60 days of grant approval.
 1. Extensions may be approved upon a case-by-case request.
 - c. ***Landscaping Grants:*** The project must bring the landscaping requirements to current standards.
 - i. Three (3) estimates or bids from a landscape designer (if one is hired) with the appropriate license numbers and/or seals affixed obtained within 30 days prior to the grant application being submitted.



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- ii. Proposed renovations to scale on 8.5” by 11” drawings.
- iii. Written specifications outlining scope of work; proposed shrubbery and trees (as applicable).
- iv. Color photographs of the existing conditions shall be submitted with the application.
- v. The proposed project must meet all zoning requirements.
- vi. All required permits must be obtained before work begins.
 1. The proposed project shall follow the requirements of the district as outlined in Chapter 17 of the Town of Surfside Beach Code of Ordinances.
- vii. Grants will be funded on a **Reimbursement Basis**.
- viii. Applicants must be approved in writing prior to any work being started.
- ix. 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.
- x. Projects must be completed within 60 days of grant approval.
 1. Extensions may be approved upon a case-by-case request.

QUESTIONS:

Direct all questions to the Town Administrator’s Office.



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The Design Overlay Improvement Grant was created to encourage private investment in upgrading 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 of \$5,000.00 and landscaping up to a maximum \$2,000.00 match. This application must be completed in its entirety, and is subject to the terms set forth on the guidelines, attached hereto. Town representatives reserve the right to request additional information. Applicants shall appear before the Town Administrator/Committee when the grant is submitted for consideration.

Applicant: _____

Street Address: _____

Mailing Address (if different): _____

Contact Person: _____ Title: _____

Daytime Phone: _____ Email: _____

Applicant is: Business Owner/Tenant Building Owner

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

Project Description: (Please use a separate piece of paper)

Estimated Total Cost: \$ _____ (Three quotes dated within 30 days is required)

Applicant Contribution: \$ _____

Proposed 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 all the information is true to the best of my knowledge. 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 for the Design Overlay Improvement Grant which are incorporated herewith as part of the application.

Applicant or Authorized Signature Date

Town Representative Date

Building and Codes Representative Date