



## Main Street Locust Grove Façade Grant Packet

Dear Applicant,

The Locust Grove Main Street Façade Grant Program is designed to stimulate investment in the preservation of our downtown historic commercial district. Our downtown represents the heart and soul of Locust Grove, and is a physical tie with our community's history. Our downtown has been recognized for its irreplaceable historic value on the Georgia Register of Historic Places, and has been nominated for inclusion on the National Register of Historic Places.

As you begin your project, please remember that all exterior changes to the buildings and landscapes in this district first require a Certificate of Appropriateness. More information and Design Guidelines for the Locust Grove Historic Preservation District Overlay (HPDO) is available at [http://www.locustgrove-ga.gov/boards\\_and\\_commissions.php](http://www.locustgrove-ga.gov/boards_and_commissions.php). Design and preservation assistance is available through the Main Street Office.

Like you, we believe these buildings are a treasure worth saving for future generations to come. Thank you so much for your interest in preserving and investing in historic Locust Grove.



Recent Façade Grant recipients Déjà vu on Forty-Two, Strawn and Co. Insurance, and Slices Pizzeria.

### Included in this Packet:

- Façade Grant information, requirements and instructions
- How to get a Certificate of Appropriateness (COA) in 5 easy steps
- COA Application
- Façade Grant Application

Locust Grove Main Street  
P.O. Box 900 Locust Grove, Georgia 30248-0900  
Telephone (770) 692-2320 Fax (770) 954-1223



## How to Apply

- 1) Obtain a COA for the proposed project (application and instructions included in this packet).
- 2) Complete the included Façade Grant application.
- 3) Submit completed application with design sketches, copy of COA, and all other required permits to [awilliams@locustgrove-ga.gov](mailto:awilliams@locustgrove-ga.gov).
- 4) Completed Façade Grant applications and supporting materials will be accepted monthly and must be received by the first day of each month. Grant applications will be reviewed at the Main Street Board of Directors meeting the second Tuesday of each month.

## Requirements for Eligibility

- Property must be commercial and income producing
- Property must be a contributing historic property within the downtown.
- Property must be a permanent structure.
- National franchises are not eligible.
- All improvements must comply with City of Locust Grove building codes and obtain all required permits before beginning construction.
- All projects must first obtain a Certificate of Appropriateness from the Locust Grove Historic Preservation Commission.
- Routine maintenance projects and damages covered by insurance are not eligible for funding.

## Qualified projects...

- Preserve the architectural integrity of the structure and if possible, restore the original storefront.
- Use only the gentlest means possible for exterior surface cleaning (i.e. no sandblasting!)
- Consider unique qualities of the building within the context of the downtown.

## Façade Grant Amounts

- Locust Grove Main Street awards on a matching 2:1 basis. \$1 will be awarded for every \$2 invested on eligible project expenses.
- Up to a total award amount of \$1000 on a single façade.
- Up to \$500 for signage
- Up to \$3000 total award amount for multiple adjacent buildings.
- One façade grant is permitted for building front, and one for building back, making the maximum total award \$2000 for a single building. **Program Requirements**
- Completed applications must be submitted to the Main Street Program Manager at City Hall (3644 Hwy 42 Locust Grove)
- Applicant must submit all receipts and invoices for eligible project expenses.



- Once approved, the project must be completed according to the design submitted with the COA, building permit, and façade grant application, including materials and colors.

#### **Project Start and Completion**

- Work must be started within 60 days of award notice.
- The project must be completed within 6 months of the grant award notice. Projects that fail to be completed within the 6 month period may reapply for funding; however, funding is not guaranteed.

#### **Payment of Grant Awards**

- Payment of grant awards will be made as reimbursements for project expenses.
- Grants will be awarded only after final contractor invoices and final expense report has been submitted.
- Grants will be awarded after a final site visit to confirm the project was completed and all work was done in compliance with the approved plans.



## How do I get a Certificate of Appropriateness (COA)?

### 1) Review the Historic Preservation District Overlay Design Guidelines

Available at [http://www.locustgrove-ga.gov/boards\\_and\\_commissions.php](http://www.locustgrove-ga.gov/boards_and_commissions.php). Does your project follow these guidelines?

### 2) Complete the COA Application

Fill out the application! Remember, preservation and design assistance is available through the Main Street Office.

### 3) Submit your application along with any drawings, photos, architect's renderings, etc. that illustrate the proposed changes.

Send your completed application and other documentation to [awilliams@locustgrove-ga.gov](mailto:awilliams@locustgrove-ga.gov) or bring it by the Main Street Office located in City Hall.

### 4) The Historic Preservation Commission (HPC) will review your application.

The HPC meets on the second Monday of each month at Locust Grove City Hall. These meetings are open to the public, and you are encouraged (but not required) to attend. The Commission will approve, approve with conditions, or deny your application according to the City of Locust Grove's Preservation Ordinance, Design Guidelines, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

### 5) Carry out your project according to your approved plans.

Need to adjust your plans? Submit another application to amend your previously issued COA.



# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

## Historic Preservation Commission for the City of Locust Grove

1. **Name of Applicant:** \_\_\_\_\_

Note: You or your representative must be present at the meeting of the Commission. You will be notified of the time, date and location of the meeting.

2. **Mailing Address:** \_\_\_\_\_

3. **E-Mail:** \_\_\_\_\_

4. **Phone:** \_\_\_\_\_ **Mobile Phone:** \_\_\_\_\_

5. **Relationship of Applicant to Property Owner:**     Owner     Architect     Contractor     Other

If "Other", please specify: \_\_\_\_\_

6. **Address of Property:** \_\_\_\_\_

7. **Location:**    District \_\_\_\_\_ Land Lot(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_

8. **Traditional Historic Property Name (if known):** \_\_\_\_\_

9. **Type of Material Change:**     New construction     Moving a Building     Demolition     Awnings

Alterations     Sign Erection or Placement     Other (Short Description): \_\_\_\_\_

On following page, please describe your proposed work as simply and accurately as possible. Note citations of Chapter 14.03 of the Code of Ordinances of the City of Locust Grove For Certificate Of Appropriateness and the Secretary of the Interior's Standards for Rehabilitation to guide you in your description. Be sure to indicate materials to be used. Accurate drawings, plans, models, renderings and/or photographs are required where practical to illustrate proposed material change.

**Important:** This form must be completed before the Historic Preservation Commission can consider the approval of any material change to a structure within a Historic District. This form, along with supporting documents, must be filed in **eight (8) copies** (excluding models, material samples and photos where one (1) is sufficient) with the Commission or its designee. Incomplete submissions will not be scheduled for hearing. For further information you are encouraged to contact the Community Development Department at (770) 957-5043.

By signing below, the applicant swears that the statements contained within this complete package are true the best of his/her ability and is a complete submittal as outlined in Chapter 14.03 and Section 17.04.137 of the Code of Ordinances of the City of Locust Grove.

**Signature of Applicant:** \_\_\_\_\_ **Owner Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For HPC Use Only	
Resource Number	
Received By	
Date Received	
Date of Hearing	
Finding	
Appeal (If Necessary)	
Council Decision	



## Façade Grant Application

### 1) Applicant Information

Applicant Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2) Applicant's Relationship to Property

Own \_\_\_\_\_ Rent \_\_\_\_\_ Other \_\_\_\_\_

(If applicant is not the property owner, written authorization from the property owner is required)

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### 3) Project Description

Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

Please provide a detailed description of the proposed project (use reverse if needed):

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**Please also include all drawings, photos, plans, etc. included in your COA application**