

Town of Derry

Derry Commerce Corridor Façade Improvement Program

Grant Application

- ☐ Completed Application
- ☐ Project budget and task list
- ☐ Description of Project
- ☐ Current Pictures of Property
- ☐ Architectural Rendering of proposed improvements
- ☐ Written permission of property owner (for tenants and lessees)

APPLICATION TOWN OF DERRY COMMERCE CORRIDOR FAÇADE IMPROVEMENT PROGRAM

Name of Applicant: _____

Contact Name & Title: _____

Property Address: _____

Telephone: _____

Work Phone: _____

Email address: _____

Owner(s) of property: _____

Owner's Address: _____

Owner's Telephone Number: _____

Description of work to be completed: _____

Provide a brief overview and history of the business/property: _____

How will the grant be used? _____

Amount of grant request: _____

Total cost of work to be completed: _____

Estimated start work date: _____

Estimated completion date: _____

Current use of building

Floor one _____

Floor two _____

Floor three _____

Floor four _____

Will the current uses change following completion of the project? ☐ Yes ☐ No

If yes, please explain: _____

Current number of employees: _____

Number of new jobs created by this project: _____

Is this property or any of the listed owners under any unresolved or unsatisfied judgements or tax liens?

☐ Yes ☐ No

If the answer is yes, please attach information on the judgement/lien including the amount and taxing authority.

GENERAL CONDITIONS/GUIDELINES

1. The applicant has read the guidelines for the Town of Derry Commerce Corridor Façade Improvement Program and understands the criteria for approval of the application.
2. The applicant understands and agrees this is a grant program and this is not a guarantee of acceptance of funding. The applicant understands there is an application and review process.
3. All work must comply with the Town's architectural and design requirements for the downtown area to be considered for the DFIP. Please see the Design Criteria and Submission Guidelines. Current regulations can be found in the Town of Derry Land Development Control Regulations, at Article XIV, Sections 170-80 through 170-88.
4. It is expressly understood and agreed the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, life safety codes, and other applicable state and local regulations.
5. It is expressly understood and agreed the applicant is responsible for verifying if the proposed changes require Town of Derry Planning Board review prior to undertaking construction.
6. It is expressly understood and agreed the applicant is responsible for ensuring the appropriate Sign Permits, Building Permits, or applicable Fire Department permits are secured prior to the start of work.
7. Work completed prior to final approval may be ineligible for funding.
8. The applicant will not hold the Town of Derry, its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss in any way related to the Downtown Façade Improvement Program.
9. The applicant is responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Downtown Façade Improvement Program.
10. The applicant agrees to maintain the property and improvements, including but not limited to promptly removing graffiti. There shall be no material changes to or adding to the façade, front or awning of such building without the appropriate approvals.
11. The applicant agrees to return a pro-rated amount of the grant money if the improvement is removed within two (2) years.

By signing below, I certify I am an Authorized Agent for the applicant. I further certify that the information provided on the applicant and its principals contained in this application and on any attachments is representative of the applicant's current financial condition. I further certify that the property identified in this application is not subject to any tax, mechanics or other liens not identified in this application and that this business and all listed owners are in good standing with all local, state, and federal taxing entities.

Signature of Applicant: _____

Printed Name: _____

Date: _____

If the applicant is not the property owner, please have property owner review application and sign:

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

Signature of Property Owner _____

Printed Name _____

Date: _____

Application received: _____ By: _____

Forwarded to Review Committee: _____

Reviewed by Committee: _____

Approval Date: _____

Amount of funds approved: _____

ELIGIBLE FAÇADE IMPROVEMENT COMPONENTS

Major maintenance, repair, rehabilitation and restoration of commercial storefronts and façades are eligible activities. Projects must achieve visible results that enhance Derry's downtown image, marketability, and economic vitality. Project components eligible for funding include:

- Exterior painting
- Removal of inappropriate and/or incompatible exterior finishes or materials
- Restoration/repair of exterior finishes or materials
- Reconfiguration of exterior doors or entrances
- Window repair/replacement
- Exterior Signs (new, repairs/replacement, lighting)
- Display lighting
- Razing and reconstruction of building
- Removal of blight (must be on the list of blighted properties prepared by the Building & Property Maintenance Committee)

GRANT FORMULA

50:50 matching grant for improvements with a grant maximum of \$5,000.00.

APPLICATION PROCESS

1. Complete the application and project plan and submit it along with the other required items to economicdevelopment@derrynh.org.
2. Work must be completed within six (6) months following the award of the grant.
3. The applicant will be contacted by the Town to confirm receipt and to arrange an onsite meeting to discuss the project in greater detail.
4. The applicant will provide any additional information required in order to present the application to the DFIP Review Committee.

SUBMISSION REQUIREMENTS

- A. Photographs of the immediate neighborhood shall be included. Digital images taken in a 360 degree panoramic series of shots are preferred.
- B. Lighting Concept or Lighting Plan shall, as a minimum, identify the location, number, height, type and intensity of all exterior lighting fixtures to be installed.
- C. Signage Concept or Signage Plan.
- D. Facsimile of each façade rendered in color. These shall also include facades of neighboring buildings either as photos or drawn with simple detail. Include locations of any lighting proposed to be located on the building.

- E. An image of how the landscaping will likely look in five (5) years from the time of installation if landscaping is proposed.
- F. Color of buildings, trim, etc.
- G. Actual samples of primary building materials/colors are appreciated however are not required. Accurate representations of all such materials, as to color, size, texture, and composition are required.

APPROVAL PROCESS

1. The DFIP Review Committee will review the application and project plan. The project plan should include but not be limited to current pictures of the storefront, detailed renovation plans to include architectural renderings, a facsimile of any sign improvements, and exterior paint/material samples. Please see the Design Criteria and Submission Guidelines for more detailed information.
2. The DFIP Review Committee will provide written notice with regard to the project review status within three weeks of receipt of the completed application.
3. Approved projects are to begin within the agreed upon timeline.
4. Declined projects will be given a detailed explanation of the reason for denial and can re-apply with modifications.
5. The DFIP Review Committee shall review any changes to the construction plans. Any changes that are contrary to the original intent or proposal may result in the rescinding of the grant approval.

REIMBURSEMENT PROCESS

1. The applicant will contact economicdevelopment@derrynh.org to confirm project completion and to arrange for an inspection. This requirement does not negate the necessary building and life safety inspections which occur as part of the building permit process.
2. Any delays in the agreed upon deadline must be communicated to the Town two weeks prior to the deadline. Communication must include details on the revised deadline.
3. The applicant must provide a financial report showing proof of expenditures to the Town. Examples are cancelled checks, paid invoices, contractor's sworn statements, subcontractor's waivers of lien, etc. Reimbursement will be based upon actual project costs, not including "in-kind" or donated materials.
4. The Town will review the receipts/documentation for all work. Any expenditure made by the applicant not in accordance with the original design plan/approval will be disapproved and payment to the applicant adjusted accordingly.
5. The Town will reimburse the applicant for up to the grant maximum for all approved work under the agreement.

DESIGN CRITERIA

The DFIP Review Committee shall take into account the nature of the surrounding uses, style of the surrounding buildings, and special features of historic, cultural or community interest in the vicinity of the development as it reviews applications.

The following design criteria shall apply.

- A. Designs shall be compatible with traditional New England architecture. They shall be articulated to express an architectural integrity and design continuity.
- B. Use of false or partial mansard roofs, unconventionally shaped roofs, overly bright colors, disproportionately sized building elements, crudeness of features, or a general plastic feel of the building, is not appropriate.
- C. The reuse of existing structures that have special architectural, historical, cultural, or contextual value by the applicant is strongly encouraged.
- D. Modifications and additions to existing buildings shall be harmonious with the character of the building.
- E. Signage shall reflect the architectural character of the building.
- F. Design Elements Checklist -
 - a. Building Scale and Proportion. The scale and proportion of proposed buildings shall take into consideration the scale and proportion of buildings in the surrounding area. Visual conflicts between properties shall be minimized.
 - b. Massing. The physical bulk or mass of the building should be carefully designed to break up the mass into smaller visual components providing human scale, variation and depth.
 - c. Roof. Traditional roofline types such as gabled, hipped, and gambrel that are evidenced in Derry's architectural heritage are strongly encouraged. Extensive areas of visible pitched roof should be broken up with dormers, cross gables, cupolas, chimneys, parapets, balustrades, and towers. Multi-story buildings (three or more stories) are encouraged to have an interesting roof line that can include a pitched roof, some appropriate cornice or parapet detail or a combination of both. An unadorned flat roof is not acceptable.
 - d. Building façade. Broad expanses of blank walls are inappropriate. Traditionally, the parts of a facade that might be embellished, or at least articulated in some fashion include:

- i. A horizontal *base* where the building meets the ground (such as a different treatment for the foundation or water table).
 - ii. A horizontal *top* where the building's roof meets the sky (such as a projecting cornice with brackets for a flat roof or an articulated pitched roof).
 - iii. Horizontal sections (such as a belt course between stories or a change of material from the first to the upper stories).
 - iv. The building's corners (such as corner boards or quoins, a material or texture change).
 - v. Vertical articulation in the middle (such as pilasters) the enhancement of the *door/entry* (such as a portico).
 - vi. The areas around the *windows* (such as window trim, lintels and sills). Depth shall be created for the facade through use of projecting or recessed sections, bay windows, or arcades.
- e. Fenestration. Windows are an integral part of a building's facade and shall be incorporated on all building elevations, regardless of style, to humanize the building by giving it scale.
 - i. If the building has traditional lines, windows shall follow the proportions typical of that style, where they tend to be more vertical rather than squat. In less traditional styles, window patterns need to be in proportion to the facade. In all cases, windows and doors shall establish an orderly, balanced pattern and rhythm that makes the building inviting.
 - ii. The use of large picture type windows for retail uses on the first floor is strongly encouraged. On upper floors use of multiple panes of glass (or the appearance of multiple panes) rather than picture type windows is preferred. Windows abutting the street or sidewalk shall have a low window sill in relation to the street or sidewalk in order to create an open effect inviting to the pedestrian.
 - iii. Shutters, where appropriate, shall be sized properly for the window openings, approximately one half the width of the opening; otherwise they shall not be used.
- f. Entrance. Articulation of the entrance is encouraged through use of a portico, canopy, sidelights or other devices scaled to the building facade. There shall be a primary entrance, located on the facade facing the street. This entrance must also have a direct relation to the path of pedestrian travel.

- g. Materials. The use of natural materials or materials that appear natural is preferred. Materials should be high quality and durable. Wood (clapboard and shingle), brick, stone, and terra cotta are the preferred materials, although fabricated materials which effectively imitate the character of these materials are also acceptable. Vinyl and aluminum siding use is inappropriate in downtown areas. The use of fiber reinforced stucco, block, textured block, and split block is discouraged.
- i. Sheet plastic, sheet fiberglass, T-111 plywood, pecky shingles (shakes), simulated brick, and similar materials shall not be used. Use of highly reflective plastic or metal surfaces is inappropriate. Prefabricated metal wall panels and undressed concrete/cinder block shall not be used.
- h. Color. Subtle colors are appropriate on larger, plain buildings, whereas smaller buildings with more detailing can more effectively incorporate brighter colors. Bright colors should be limited to accent areas. High intensity colors, metallic colors, or fluorescent colors should not be used.
- i. Lighting. Use of low key, low intensity wall pack or spot type lighting, or lighting of signage on buildings is appropriate. Use of lighting to highlight the building in a prominent manner, such as brightly illuminated roof fins or neon tube lighting not allowed.

SIGNAGE

A. In the Traditional Business Overlay District:

- There shall be no setback requirement provided that a free-standing sign or a sign mounted to a building which projects in a perpendicular fashion shall not impede line of sight.
- No sign shall be placed upon a marquee, unless displayed on or around the outside faces or edge of the marquee. The lettering within such signs shall not be over 1.5 feet high. This sign area shall be included in the maximum aggregate sign area allowed for said property.
- No roof signs shall be permitted.
- A parapet sign will be allowed as part of an approved exterior elevation design, but not more than one-third (1/3) of the sign may exceed the roofline.
- All projecting signs shall be located in such a manner so as not to block line of sight from a motor vehicle or from pedestrian foot traffic and no portion of the sign shall be located less than 8 feet from the grade.
- No neon, argon, or krypton, shall be permitted.

- No sign shall be internally illuminated, nor shall a sign utilize internally illuminated lettering unless otherwise allowed in the district in which the lot is located.
 - No monument signs shall be permitted, unless otherwise allowed in the zoning district in which the lot is located.
- B. Unless otherwise specified, the following permanent sign provisions shall apply:
- The aggregate area of all signs permitted on any lot shall not exceed the requirements of the district in which the lot is located.
 - A minimum total sign area of 20 square feet shall be permitted on any lot regardless of linear footage of street frontage.
- C. Please see the Town of Derry Zoning Ordinance, Article XII, Signs for sign regulations outside of the Traditional Business Overlay District.