



Town of Southampton



Community Development Sign & Façades Improvement Program

2018

(Final revision October 12, 2018)

Program Goals and Objectives

Updated and attractive storefronts are an important part of the success of retail and commercial districts. As the Town of Southampton seeks ways to revitalize and rebuild neighborhoods, it encourages business owners to improve their storefront exteriors. Renovated façades can stabilize property values and leverage new investment in neighborhoods.

For business and/or property owners, the program, funded through the federal Community Development Block Grant Program (CDBG), offers funding and design assistance for the purpose of restoring and/or renovating commercial storefronts and replacing deteriorated or poor quality commercial signs and awnings, and for providing accessibility for the public. The program is intended to revitalize neighborhood commercial areas, enhance the livability of adjacent communities and support local businesses. The Division of Housing & Community Development, together with an experienced planning staff committee, will evaluate applications to determine eligibility. Based on a set of objectives (listed below), grants will be awarded to those proposed projects that best comply with the established guidelines and that are determined will have the greatest impact on enhancing the targeted area.

Specific Objectives in Eligible Areas

- Enhance the appearance of the streetscape
- Reduce vacancies in storefronts in eligible commercial areas within the Town
- Strengthen and restore the traditional community character of the hamlet
- Provide a catalyst for others to improve their buildings, signs and awnings.

Program Overview

Ownership and property requirements:

The applicant must own the property to be improved, or if the applicant is a tenant, obtain an owner's endorsement certificate for permission. For-profit commercial buildings with façades visible from the street or alleyways/walkways may apply. Buildings must be located on a commercial corridor with street access. Mixed-use commercial/residential buildings are eligible.

Funding limits:

This program is funded with Community Development Block Grant (CDBG) funding and must comply with both CDBG requirements as to locations and work performed. Under the U.S. Department of Housing & Urban Development (HUD) only HUD designated areas of the Town are eligible to participate in the program. The program will match 75% of the project cost. The program funding match is provided subject to compliance with program guidelines and funds availability. Funding cannot be used for repair or replacement of a previously funded project. After 5 years, applicants may apply for additional funds to perform additional projects.

Design Requirements:

- Façade improvements should make a noticeable contribution to neighborhood revitalization efforts.
- The proposed design should be consistent with the character of the hamlet.
- Improvements are to conform with local design guidelines in currently adopted hamlet studies or master plan, where applicable.
- Façade improvements should support and enhance pedestrian accessibility.

- Signs, windows, doors, and lighting should be pedestrian-oriented.
- Significant architectural features should be repaired and preserved rather than replaced.
If replacement is required, design and materials shall be consistent with the original character of the building.

Eligible use of funds includes the following façade improvements:

- Architectural, design and related professional fees
- Labor, materials and fixtures for rehabilitation of exterior façades to recover and/or preserve significant historical and architectural features of the structure
- Gutters and down spouts
- Roofing visible from the street
- Doors and windows
- Exterior painting and attached exterior lighting
- Siding and trim treatments including awnings and planter boxes
- Appropriately scaled window areas for display or for looking into a retail business, restaurant or service business, with lighting to facilitate night viewing
- Signs that are integrated into the architecture of the building
- Removal of barriers to access for people with disabilities

Ineligible use of funds (not permitted):

- Sidewalks
- Parking lots and/or paving
- Landscaping
- Equipment and furnishings
- New construction
- Property acquisition
- Expansion of the building area
- Interior renovations
- Political or religious signs or murals

Other Program Requirements / References

- 1) Applications will not be accepted for improvements already underway.
- 2) All work must be in compliance with applicable permitting and code requirements, zoning, ordinances, and standard engineering practices.
- 3) All changes must follow the Pattern Book for the Hampton Bays Downtown Overlay District.
- 4) All signage shall comply with the Town Code sign standards pursuant to Chapter 330-208(B)
- 5) A 25% match is required from the applicant.

Guidelines For All Eligible Façades

The façade improvement funding will be a negotiated amount to cover architectural and construction costs pertaining to the enhancement of the storefront itself. There is limited funding and projects will be accepted for review on a first-come first-served basis. A storefront includes:

- All building sides with street frontage and/or pedestrian walkways or pedestrian alleys
- Porches and any entrance areas leading to the door
- Display windows and their components such as sidelights, transoms, display platform devices, with lighting and signage designed to be viewed from the public right-of-way.

The Division of Housing & Community Development will approve the design and construction for the project and will reimburse the contractors directly, after approved completion.

- 1) The completed design or proposal (including architectural plans) for the improvement project must be submitted to the Division of Housing & Community Development for review. For simple changes, Planning Department staff can assist in formulating acceptable designs that will comply with the form-based code and Pattern Book design standards approved by the Town.
- 2) Housing & Community Development will determine which projects will be funded and the amount of funding awarded to each project. Funding will be provided on a first-come first-served, subject to availability of funds.
- 3) Any changes made to the façade that have not been previously approved will not be eligible for funding.
- 4) All projects must have final approval of the Division of Housing & Community Development *before* commencing the work.
- 5) The contractor will be paid for the amount approved only upon completion of the project.
- 6) Projects must be completed within twelve (12) months of grant approval. Extensions may be granted for extenuating circumstances, approved by Housing & Community Development.
- 7) Property owners with multiple storefronts must replace signage and awnings for the entire street front. Multiple storefronts on a single building may be eligible for multiple grants, with preference being given to replacing / renovating all storefronts on the building at the same time.
- 8) Any and all building code violations must be rectified prior to execution of the Sign & Façade Program Agreement unless the work to be done is to correct the violation.
- 9) The applicant must be current with property taxes, and have no outstanding fees, judgments or liens to the Town of Southampton.
- 10) For sign and awning projects, business owner/tenant must have at least five years remaining in lease at location of proposed project and/or the option to renew for at least five years.

Application Process

The Façade Improvement Program guidelines for renovation will be implemented according to the steps outlined below:

- 1) Property/business owners interested in participating in the Program will submit a completed, signed application (See Sample) to the Division of Housing & Community Development. *Incomplete applications will not be reviewed.* Applications will be deemed complete upon submission of the following requirements:
 - a. If the applicant is not the building owner, an owner endorsement certificate and a copy of the current lease must be included with the application.
 - b. Project details and supporting documentation illustrating compliance with applicable sections of the Town Code and the Pattern Book for the Hampton Bays Downtown Overlay District (attach additional sheets if necessary):
 - i. Identified areas of the building to be improved (either in photo or description, such area as east of the main entrance, from front east corner to west end of the building, around the doors or windows, etc.)
 - ii. Existing type of surface and materials of areas to be refinished, altered, painted, etc., such as window or door frames material types
 - iii. Proposed type of new surface, materials, etc.
 - iv. Show that signage is be attached to the building and complies with Chapter 330 Article XXII Signs of the Town Code
 - v. Lighting shall comply with Chapter 330 Article XXIX Outdoor Lighting of the Town Code.
 - vi. Photographs of the building's current condition, including:
 1. The façade, and/or
 2. The areas where improvements will be made.
- 2) Division of Housing & Community Development/Planning staff will meet with the applicant to discuss the eligibility requirements, guidelines, and procedures to make the determination that the project is eligible for program funding. Additionally, the Town and property/business owner or tenant will discuss goals, preferences and limitations for storefront renovation.
- 3) Pre-Construction - Applicant will work with the Division of Housing & Community Development to ensure that procurement and program requirements, if any, are met and that necessary architectural and engineering plans are secured.
- 4) The applicant must have a DUNS number, which helps grantors, partners and lenders know more about your business. This number can be obtained at: www.dnb.com.
- 5) The applicant shall obtain Administrative Site Plan approval review as per Chapter 330-183.1.

Project Completion Process

- 1) Façade & Sign Agreement – Upon approval, the applicant, owner and contractor will be required to enter into and execute a written agreement with the Town to establish terms, conditions, and requirements for program participation. Any work completed prior to the issuance of the Façade & Sign Agreement will not eligible for reimbursement.
- 2) The owner must submit a certificate of insurance and agreement holding the Town harmless and fully indemnifying the Town.
- 3) Construction - Construction work shall commence once all approvals and permits have been received. All work is to be completed within twelve (12) months of the start of construction. A timeline extension may be approved at the discretion of the Town.
- 4) Depending on the location of the property, scope of work and the design of the building, additional reviews may be required. These could include Architectural Review Board, Landmarks and Historic Districts Board, and/or Town of Southampton Planning Board.
- 5) When work is complete, the contractors must certify that all work was performed in conformance with the Sign & Façade Improvement Program Agreement before reimbursement by the Town can occur. The completed Certificate (s) of Occupancy / Compliance from the Building Department must be attached to the agreement.
- 6) All receipts for payments approved under the program shall be submitted before reimbursement.
- 7) Funds Disbursement - The Town will reimburse/pay after work has been completed or disperse in accordance with the individualized Façade & Sign Agreement.

The Façade Program is funded by the Department of Housing and Urban Development's Community Development Block Grant. All relevant federal regulation applies. Please note that grant funds will not pay for expenses incurred prior to the grant award and prior to Town approval of invoices.

TOWN OF SOUTHAMPTON SIGN & FAÇADE IMPROVEMENT PROGRAM

Town of Southampton
Sign & Façade Improvement Program Application

Applicants must answer all questions. If a question does not apply, mark item "NA"

Applicant

Business Name _____ Date _____

Contact

Name _____

Mailing Address _____

Telephone _____ Email Address _____

Are you the building owner? Y__ N__ How long have you owned the building? _____

Are you a tenant? Y__ N__ For how long? _____ Lease Expiration? _____

Tax ID# _____ DUNS # _____ Business License # _____

Property to Renovate

Address _____

Approximate age of building _____ # of businesses in building _____ # vacant _____

SCTM# _____ Parcel ID# _____

Project Description – please describe the scope of the proposed improvements including sign, awning, façade, etc. (Be as specific as possible. Attach drawings and/or specifications, including pictures of current building façade.)

Total Estimated Project Cost: \$ _____

Applicant Certification:

I certify that all information provided in this application is accurate and true to the best of my knowledge.

Applicant's Signature

Date

Applicant's Signature

Date

NOTARY Affidavit attached here