



DEPARTMENT OF ECONOMIC DEVELOPMENT

ENTERPRISE ZONE PROGRAM

FAÇADE & RENOVATION GRANT

Application for Exterior & Interior Building Improvement Reimbursement

PRE-APPROVAL REQUIRED — DO NOT BEGIN WORK BEFORE RECEIVING WRITTEN APPROVAL

Applications must be submitted and approved BEFORE any work begins. Applications submitted after work has commenced will not be considered under any circumstances.

Application Window: All applications due April 1. Once approved, projects must be completed within 12 months of the approval date.

PROGRAM OVERVIEW

The Façade & Renovation Grant provides reimbursement assistance for exterior and interior improvements to commercial, industrial, or mixed-use buildings located within the Staunton Enterprise Zone. The program is designed to enhance building appearance, stimulate private investment, and support revitalization across the zone.

Table with 2 columns: Requirement, Amount. Rows: Maximum Grant (\$10,000), Minimum Investment (\$5,000)

Interior renovations are eligible for up to 30% of the total grant amount. All work must comply with applicable building codes and design guidelines.

One-Time Program: This grant may be received only once per property address. A property that has previously received the Façade & Renovation Grant is not eligible for a subsequent award.

SECTION 1 — APPLICANT INFORMATION

Check applicable role:

- Property Owner, Business Tenant (owner consent required — see attached form), Both

Form with fields: Applicant Name, Business Name, Mailing Address, City/State/Zip, Phone, Email, Business Website, Federal Employer ID/SSN

## SECTION 2 — PROPERTY INFORMATION

<b>Property Street Address</b>	
<b>City / Zip</b>	
<b>Parcel ID / Tax Map Number</b>	
<b>Current Property Use</b>	
<b>Is property within the Enterprise Zone? (Confirm with City if unsure)</b>	
<b>Property Owner Name (if different from applicant)</b>	
<b>Owner Contact Phone / Email</b>	

## SECTION 3 — PROJECT DESCRIPTION

Improvement types included in this application (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Exterior facade improvements     | <input type="checkbox"/> Signage                                |
| <input type="checkbox"/> Windows / doors                  | <input type="checkbox"/> Painting / masonry / tuckpointing      |
| <input type="checkbox"/> Exterior lighting                | <input type="checkbox"/> Awnings / canopies                     |
| <input type="checkbox"/> Accessibility improvements (ADA) | <input type="checkbox"/> Interior improvements (≤ 30% of grant) |
| <input type="checkbox"/> Structural repairs               | <input type="checkbox"/> Landscaping / hardscape                |
| <input type="checkbox"/> Other                            |   |

Describe the proposed improvements in detail (attach additional pages if needed):

<b>Total Estimated Project Cost (\$)</b>	
<b>Amount Requested (max \$10,000; not to exceed 33% of total cost) (\$)</b>	
<b>Amount Allocated to Interior Work (\$) (if applicable; max 30% of grant)</b>	
<b>Estimated Project Start Date</b>	
<b>Estimated Completion Date (must be within 12 months of approval)</b>	
<b>Contractor / Vendor Name</b>	
<b>Contractor License Number (Virginia)</b>	
<b>Contractor Phone / Email</b>	

## SECTION 4 — REQUIRED DOCUMENTATION CHECKLIST

Check each item enclosed. Incomplete applications will not be processed.

- |  |  |
|--|--|
| <input type="checkbox"/> Minimum of 2 contractor bids / cost estimates                     | <input type="checkbox"/> "Before" photographs of the property (minimum 3 photos)                             |
| <input type="checkbox"/> Site plan or drawings for significant structural/exterior changes | <input type="checkbox"/> Copy of current Business License  |
| <input type="checkbox"/> Proof of property ownership OR signed lease agreement             | <input type="checkbox"/> Property Owner Consent Form (required if applicant is a tenant — see attached form) |
| <input type="checkbox"/> Proof that current property taxes are paid (no delinquencies)     | <input type="checkbox"/> Building Code / Zoning Compliance Attestation (see attached form)                   |

## CERTIFICATION & SIGNATURE

I certify that the information provided in this application is true, accurate, and complete to the best of my knowledge. I understand that any misrepresentation may result in disqualification from the Façade & Renovation Grant and/or repayment of any funds received. I agree to comply with all program terms and conditions and to provide additional documentation upon request.

<b>Applicant Signature</b>	
<b>Printed Name</b>	
<b>Title / Position</b>	
<b>Date</b>	

## FOR CITY USE ONLY — DO NOT WRITE BELOW THIS LINE

<b>Date Received</b>	
<b>Received By</b>	
<b>Application Reference #</b>	
<b>Eligibility Verified (Yes / No)</b>	
<b>Decision (Approved / Denied)</b>	
<b>Decision Date</b>	
<b>Grant / Rebate Amount Approved (\$)</b>	
<b>Notes / Conditions</b>	