



Façade Improvement Grant Program

Program Guidelines

Façade Improvement Grant Program provides a grant for Downtown businesses for exterior improvements. The Façade Improvement Grant Program is designed to help invest in high-quality building improvements to complement and enhance Downtown revitalization efforts.

Eligible property owners and/or tenants who propose façade improvements can apply for a reimbursable grant of up to 67% of the improvement costs. Tenants must have at least three years left on their lease. The maximum grant amount is based upon the linear footage:

| <u>Linear Feet of Façade</u> | <u>Agency Maximum Grant for 67% of Costs</u> | <u>Owner/Tenant Matching Portion of 33% of Costs</u> |
|------------------------------|--|--|
| 25' or less | \$10,000 | \$5,000 |
| 26' to 50' | \$15,000 | \$7,500 |
| 51' or more | \$20,000 | \$10,000 |

Eligible properties must house legal, conforming businesses as determined by the Downtown Specific Plan and must be located in at least 75% of the ground floor of an eligible building. Buildings with code violations are not eligible for the program; business must have a current City business license.

Vacant buildings are eligible only with proof of a contracted, incoming tenant.

No tenant or building façade will qualify for a grant more than once in five years.

Eligible Improvements must comply with the Specific Plan design guidelines including:

- Signage
- Exterior lighting
- Awnings, canopies or other sun control devices
- Exterior painting
- Decorative or architectural treatments
- New, repaired or refinished stucco, wood, stone, brick, metal, tile or other exterior building materials
- Landscaping directly related to the exterior of the building
- Repair/replacement of doors or windows visible from public view

Program participants commit to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings clean and free of graffiti and trash for five (5) years at the Applicant's own cost and expense. Any damage to the façade is to be repaired immediately by the Applicant so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, the Applicant is required to touch up painted areas and perform any other repairs needed to maintain building appearance including the cleaning of any awnings (recommended at least once a year).

APPLICATION CHECKLIST

- 1. Business Incentive Application.
- 2. Description of the façade improvements proposed, including any design drawing and/or site plan.
- 3. Application to be submitted to the Planning Division for administrative design review approval of the proposed façade improvements.
- 4. Lease agreement, if applicable.

For questions, contact Donald Kwong, Senior Redevelopment Analyst, at 516-5405.



**CITY OF BRENTWOOD ECONOMIC DEVELOPMENT DIVISION
REDEVELOPMENT AGENCY OF THE CITY OF BRENTWOOD**

BUSINESS INCENTIVE APPLICATION

Return application package in person to 118 Oak Street or by mail to 708 Third Street, Brentwood, CA 94513. Facsimiles will not be accepted.

BUSINESS PROFILE

BUSINESS NAME: _____

BRENTWOOD BUSINESS ADDRESS: _____

NATURE OF BUSINESS: _____

TELEPHONE: _____ YEAR BUSINESS ESTABLISHED: _____

APPLICANT

APPLICANT NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROPERTY OWNER(S) (If more than one, list all owners information on separate sheet)

NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ECONOMIC INCENTIVE PROGRAM APPLICATION(S)

Please review individual program guidelines for information to submit with this application, and check the box for each program for which you are applying.

Façade Improvement Grant

Outdoor Dining Furniture Grant

Application packages without all the information requested in the individual program guidelines will not be processed until the application submittal is complete.

BUSINESS OWNERSHIP

Proprietorship

Limited Partnership

General Partnership

Not for Profit

Other (define): _____

The Assessor Parcel Number of this property is: _____ - _____ - _____
(this information is listed on the property tax form)

City of Brentwood Business License Number: _____

List Date of Lease Expiration, if applicable (MM/DD/YY): _____

CERTIFICATIONS

I/We have read and understand the Program Guidelines and accept these qualifications and conditions. I/we authorize the Redevelopment Agency and/or the City of Brentwood staff the ability to inspect the property in relation to this application.

I/We certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Redevelopment Agency and/or the City of Brentwood in the implementation of this project.

I/We certify that the owner of the property is the owner of record and that there are no current code enforcement actions pending against this property. If application is being submitted by a tenant, property owner agrees to proposed improvements.

INFORMATION PROVIDED WITH THIS APPLICATION WILL BE USED ONLY TO DETERMINE ELIGIBILITY FOR THE PROGRAM AND GRANTING OF FUNDS. APPLICATIONS WILL BE PROCESSED ON A FIRST COME, FIRST SERVE BASIS.

PLEASE SIGN AND DATE:

I/WE GIVE MY/OUR PERMISSION TO THE REDEVELOPMENT AGENCY AND/OR CITY OF BRENTWOOD TO REQUEST THE RELEASE OF ANY INFORMATION THAT WILL VERIFY MY/OUR ELIGIBILITY TO RECEIVE A GRANT UNDER THE FAÇADE IMPROVEMENT GRANT PROGRAM OR THE OUTDOOR DINING FURNITURE GRANT PROGRAM. I/WE DECLARE UNDER PENALTY OR PERJURY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

DATE: _____ Applicant: _____

DATE: _____ Property Owners: _____

FOR OFFICE USE ONLY

COMPLETE APPLICATION RECEIVED DATE: _____

PROJECT IS: ELIGIBLE LOCATION INELIGIBLE SCOPE INELIGIBLE

STAFF SIGNATURE OF APPLICATION APPROVAL: _____

CLIENT/CASE NUMBER: _____