

Grant Process

Step 1: Pre-Application Meeting

Applicants are encouraged to request a meeting with Agency staff to review the scope of work prior to having architectural drawings done and/or submitting a grant application. Other staff from Planning or Building Divisions may be asked to participate in the pre-application meeting.

Step 2: Application Submittal

After the pre-application meeting, submit your Façade Improvement Grant Program application and Design Review Application. The following materials are required for the Grant application:

1. Verification of property ownership;
2. Lease agreement (if tenant);
3. Proposed façade improvement;
4. Improvement cost estimates; and
5. Other information such as photos and building size.

The Design Review Application shall include:

1. Site plan
2. Preliminary sketches of all elevations; and
3. Materials Board

Step 3: Grant Approval

The grant application will be reviewed to determine eligibility. If the grant application is approved, a Planner will be assigned to your design review application. S/he will review your application for completeness and schedule the proposed façade improvements for staff review and approval.

Step 4: Design Review Approval

Your Planner will process your design review application for approval.

Step 5: Agreement Execution

The applicant shall sign a grant agreement to complete the improvements according to approved plans, and the Agency shall sign the agreement to disburse the grant funds after completion of the project. The agreement must be signed to be eligible to receive grant funds. The applicant shall not begin the project before the agreement is approved and signed by the Agency.

Step 6: Façade Improvement Project

The applicant shall prepare plans and drawings according to design review application for submittal to the Planning and Building Divisions. After the plan check review, a building permit is issued. Work must be completed within 120 days to remain eligible for the approved grant.

The applicant selects and hires a contractor and is responsible for any agreement with the contractor to carryout the work. All work must be conducted by contractors licensed by the State of California and who have a City of Brentwood business license. Contractors must comply with state and local laws including labor standards and prevailing wages.

Step 7: Reimbursement

After inspection for compliance with grant and design review applications, applicant shall submit copies of all contracts, invoices and proof of payment to Agency for reimbursement up to the approved grant amount.

Please feel free to contact us during your pre-planning process if you have any questions. Visit the City's Community Development Department at 118 Oak Street or call 516-5405 to learn more about the program and application process. We would be happy to assist you.

- Donald Kwong, Senior Redevelopment Analyst
925-516-5442
- Gina Rozenski, Redevelopment and Housing-Manager
925-516-5196

Apply Today!

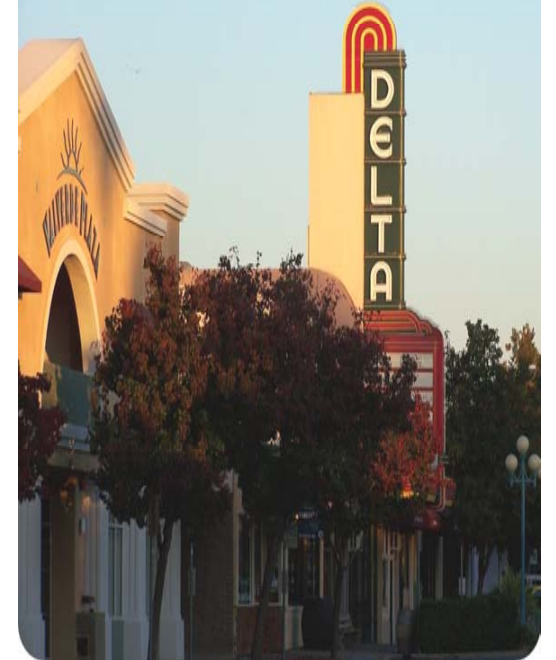
Façade Improvement Grant Program is administered by:



708 Third Street
Brentwood, CA 94513
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REDEVELOPMENT AGENCY OF THE CITY
OF BRENTWOOD

Building a Better Brentwood



Façade
Improvement
Grant Program

Downtown Façade Improvement Grant Program

Is your business in need of a facelift?

The Brentwood Redevelopment Agency is proud to offer the Façade Improvement Grant Program by providing a matching grant for Downtown businesses and property owners to renovate and improve their building exterior.

The Façade Improvement Grant Program is designed to help invest in high-quality building improvements to complement and enhance Downtown revitalization efforts.

Grant Amount











Funds are provided on a first-come, first-serve basis following receipt of a completed application and determination of eligibility. Eligible property owners and tenants who propose façade improvements can apply for a grant of up to 2/3rds of the improvement costs. The maximum grant amount is based upon the linear footage as shown below:

Linear Feet of Façade	Maximum Agency Grant	Minimum Owner/Tenant
25' or less	2/3rds \$10,000	1/3rd \$5,000
26' to 50'	\$15,000	\$7,500
51' or more	\$20,000	\$10,000

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

Eligible Improvements

Improvements must address the view from the public right-of-way, alter and significantly improve the overall exterior appearance, are well designed, reflect the building's architectural character, and are well constructed with high quality materials. Improvements must include two or more eligible improvements.






-  Exterior painting
-  Decorative or architectural treatments
-  New, repaired or refinished stucco, wood, stone, brick, metal, tile or other exterior building materials
-  Signage
-  Awnings and canopies
-  Exterior lighting
-  Cleaning of masonry
-  Re-caulking
-  Landscaping directly related to the exterior of the building
-  Replacement of doors and/or windows visible from public view

Other eligible costs:

Reimbursement of architectural design costs, design review fees and permit fees up to \$2,500.

Ineligible Improvements

These improvements are not eligible, but can be undertaken as part of a total improvement project paid by the applicant.

-  Structural improvements
-  Removal of illegal improvements
-  Security systems
-  Roofing
-  Routine maintenance, cleaning or repair.



Eligible Properties

The building's storefront must be on the ground floor and be located within the area designated by the Downtown Specific Plan. Businesses in the building must be legal, conforming uses as determined by the Downtown Specific Plan and must occupy at least 75% of the ground floor.

The applicant shall verify that there are no current code enforcement actions against the building or the business. Code violations must be corrected as part of the applicant's portion of the improvement costs.

Eligible Applicants

Owners and tenants within the Downtown Specific Plan area are eligible. All businesses within the building must have a current City business license.

A tenant applicant must include a copy of their lease agreement verifying at least three years remain on the property lease. If tenant is accepted to the Program, the property owner is required to co-sign the agreement and the design review application.

Downtown Specific Plan Area

