



**P. O. Box 3315
Lancaster, SC 29721**

Façade Improvement Program Application

PLEASE FOLLOW ALL DIRECTIONS TO BE ELIGIBLE FOR THE FAÇADE IMPROVEMENT PROGRAM

**THE DESIGN COMMITTEE WILL REVIEW APPLICATIONS
ON AN AS NEEDED BASIS TO EXPEDITE PROJECT WORK.**

**DO NOT BEGIN WORK PRIOR TO AUTHORIZATION FROM THE SEE LANCASTER DESIGN
COMMITTEE IF YOU WANT TO BE CONSIDERED FOR AN AWARD.**

FOR OFFICE USE*****

Property or Business Name and Address:

Date Application Received:

Date Design Committee Approved Application:

Approved Amount of Award:

Date Work Completed:

Date Money Issued:

Check Number:

SEE LANCASTER FACADE IMPROVEMENT PROGRAM

INTRODUCTION:

See Lancaster's revitalization program strives to aid the historic district of the City of Lancaster by encouraging economic growth that restores and maintains the historical attractions and significance of the downtown area. The program follows the four points of the Main Street Program as specified by the National Trust for Historic Preservations Main Street Center: organization, promotion, economic development, and design. Their guidelines state that design is enhancing the visual quality of downtown and that attention must be given to all elements of the historic district: historic buildings, storefronts, public improvements, landscaping, window and merchandise displays as well as the general cleanliness of the area. Therefore, See Lancaster has developed a facade improvement program funded by the City of Lancaster to be conducted by the See Lancaster Design Committee. The program takes an organized approach to improving the design of the buildings in the historic district of the City of Lancaster.

The following guidelines will be used by the Design Committee to assess façade improvement applications. By following these guidelines, applicants can ensure their projects will be able to qualify for any available funds. Also, applicants can be assured of enhancing the image of the City of Lancaster as a special place to work, shop, socialize, and for tourists to come and enjoy.

PURPOSE: The purpose of the facade improvement program is to provide an economic incentive to:

- I. Renovate building facades within the historic district of the City of Lancaster. Facade is defined as: the face of a building, the front, side, or rear elevation of a building. First priority should be given to the front of the building.
2. Encourage good design projects that capitalize on the rehabilitation of existing properties paired with the introduction of compatible new design.
3. Preserve unique historic character.
4. Provide guidance, incentive, and recommendations for tasteful facade renovation and replacement.
5. While providing to meet all the above-mentioned goals, it is also the duty of the Design Committee to ensure the funds provided for the improvement are carefully and thriftily decided upon.

ELIGIBILITY:

1. At this time, eligibility is limited to any building owner, tenant, or structure located within the business district defined as Woodland Dr. to Brooklyn Ave. and Catawba St. to White St.
2. Owners or tenants may apply for the façade improvement program; however, any tenant must have the owner's signature on the application.

CRITERIA:

Funds are given on a 50-50 matching basis See Lancaster will match up to two thousand dollars (\$2,000.00) per façade project.

SOURCE OF FUNDS:

The facade improvement program is made possible through funds provided by the City of Lancaster from Duke Franchise Fees. The funds will be determined on an annual basis.

TIME LIMITATIONS:

Facade projects must be completed within six (6) months after the applicant has been notified of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the Design Committee. Funds will not be released to the applicant if the project is not completed within the time period.

PROCESS OF RECEIVING Funds:

1. Conference with the See Lancaster Director or a member of the Design Committee who will distribute an application form if the proposed project is within the program guidelines.
2. Owner/tenant fills out application, along with three (3) detailed cost estimates, unless otherwise specified by the Design Committee, for all planned work.
 - **Applications should also include detailed design plans and dimensions, both written and sketched.**
 - **Owner's permission, if necessary.**
 - **Artist rendering must be submitted with application.**
 - **Owner/tenant submits application to the See Lancaster Director.**
3. The Design Committee reviews and approves or disapproves the application. They then notify the Board of Directors their decision at the following Board meeting. The Design Committee reserves the right to deny an application based on their experience and to recommend alternatives in light of the current use of the building.
 - A notification letter is sent to the applicant as to whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted by the owner/tenant with modifications or may be appealed to the See Lancaster Board. Any member of the See Lancaster Board or Design Committee submitting an application will excuse the applicant from the discussion and selection process to alleviate any conflict of interest.
4. A contract agreement (attached) must be signed upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner, and the See Lancaster Director who is authorized to sign on behalf of the Design Committee and the See Lancaster Board.
5. Upon project completion, copies of all the applicants paid and dated statements or invoices must be submitted to the See Lancaster Director.
 - **ANY CHANGES TO APPROVED DESIGN MUST BE RE-SUBMITTED TO THE DESIGN COMMITTEE.**
6. The See Lancaster Director and/or a qualified representative will inspect the completed work and issue a check for one-half of the actual project cost or \$2,000, whichever is less, provided the work is in accordance with the agreement.
7. When the building is sold or leased, the new owner/tenant must prepare a personal covenant stipulating to the next owner/tenant that they have to comply with the Secretary of Interior's guidelines. (See attached guidelines)

GUIDELINES:

1. The Secretary of the Interiors Standards for Rehabilitation will be used as guidelines in making improvements to the facade of the structure. (See attached guidelines)
2. Rehabilitation of structures in Lancaster should be considered a contemporary solution, which respects the architectural integrity of the entire front, retaining those elements that enhance the building.

3. All rehabilitation design proposals will meet with the zoning, building and fire code requirements of the City of Lancaster.

4. Any exterior renovation proposal - from an entire facade rehabilitation to maintenance items such as repainting or replacing building parts - is eligible for funding but top priority will be given to projects which will make a highly visible contribution to the revitalization district.

Examples include:

- A. Removing of false facades
- B. Cleaning of brick/stone fronts which include chemical stripping, water wash, or scraping.
Sandblasting of a facade will not be approved.
- C. Repainting
- D. Repair/replacement of windows and doors
- E. Installation of canvas awnings
- F. Repainting of brick
- G. Structural repair
- H. Historical reconstructions and replacement of original architectural details

Examples of items that cannot be funded, either in whole or part by the façade improvement program, include:

- A. Sandblasting
- B. Demolition of historic features
- C. Interior Improvements
- D. Roof repairs
- E. Illuminated signs

OTHER GUIDELINES THAT SHOULD BE FOLLOWED AND/OR OPEN TO REVIEW BY THE DESIGN COMMITTEE AND THE SEE LANCASTER BOARD:

1. **COLOR:** Colors should be chosen from historical color charts and should coordinate with neighboring buildings. Contrasting colors which accent architectural details and entrances are encouraged.

2. **SIGNS:** See Lancaster does not include any signage in the façade improvement program.

3. AWNINGS:

- A. Awnings should relate to shape and color of the buildings.
- B. First floor awnings should terminate no higher than one foot (1) below second floor windows.
- C. Metal canopies and vinyl awnings will not be considered.
- D. Awnings with letters or logos will not be considered.
- E. Sample of fabric must be included with estimate.

4. CORNICES:

- A. The retention and repair of existing cornices is strongly encouraged wherever possible.
- B. The re-creation of missing cornices should be done with care, using historic photographs as a guide.

5. SIDE ELEVATIONS AND REAR FACADES:

- A. Side elevations and rear facades should be treated as seriously as main facades.
- B. The development of rear or side entrances with appropriate design is encouraged and should follow the stated guidelines.

For additional information, please contact:

**Design Committee
See Lancaster
286-1145**

THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION:

1. Every reasonable effort shall be made to provide a compatible use for a property, which requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.
- 2 The distinguishing original qualities or character of a building, structure, or site, and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site, and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site, shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than replaced wherever possible. In the event replacement is necessary; the new material should match the material being replaced in composition, design, color texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical architectural or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood or environment.
10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

SEE LANCASTER FAÇADE IMPROVEMENT PROGRAM CONTRACT
STATE OF SOUTH CAROLINA
COUNTY of LANCASTER

THIS AGREEMENT, made and entered into this ___ day of _____ 20__ by and between SEE LANCASTER party of the first part, and _____ hereinafter referred to as the RECIPIENT, PARTY OF THE SECOND PART.

WITNESSETH THAT:

Whereas, See Lancaster is dedicated to the renovation and rehabilitation of the commercial structures in the business district of the City of Lancaster; and

Whereas, See Lancaster is willing to award funds for building facade renovations for the purpose of assisting in the rehabilitation of certain existing commercial structures provided the RECIPIENT agrees to certain conditions defined by the See Lancaster Design Committee:

NOW THEREFORE, in consideration of the promises and mutual covenants herein contained the parties agree as follows:

1. The Recipient agrees to utilize the funds to fulfill that project described in the See Lancaster facade improvement program application attached hereto as Exhibit "A" and in the Letter of Notification attached hereto as Exhibit "B" and to utilize said funds for building renovations and rehabilitation.
2. The Recipient agrees to renovate and rehabilitate those premises described in Exhibit "A" and "B" in accordance with the Secretary of Interior's Standards for Rehabilitation so as to preserve the historical integrity of the premises.
3. The Recipient agrees to maintain the architectural integrity of the entire structure and premises retaining those elements that enhance the structure and premises.
4. The Recipient agrees to abide by and conform to all rehabilitation and renovation undertaken pursuant to this agreement to all applicable laws of the United States, The State of South Carolina, and those applicable provisions of the ordinances of the City of Lancaster, directly or indirectly related to the subject matter of this agreement.
5. The Recipient agrees to complete the renovation project by _____ (date) which is within six (6) months of approval of the project. Failure to complete the project by this date without an approved extension will result in breach of this agreement.
6. The amount of this award is _____, payable upon completion of said project, provided said project meets with the approval of the Design Committee and is completed in accordance with those provisions specified in the Letter of Notification.
7. The Recipient agrees that in the event the actual project costs less than the estimated costs, See Lancaster will reduce the award to one-half (1/2) the amount of the actual project costs.
8. Technical assistance provided by See Lancaster will be advisory only. See Lancaster will not be a party in negotiations between the Recipient and any contractor employed by him/her.
9. This agreement may be terminated and See Lancaster may withhold monies upon the Recipient's breach of or failure to perform any of the terms of this agreement including those provisions in Exhibit "A" and "B." See Lancaster shall give the Recipient ten (10) days notice in writing of termination for any cause.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their proper officials upon the day and year first above written.

BY: _____
See Lancaster Director

BY: _____
Recipient

BY: _____
Witness, Design Committee

Exhibit A

See Lancaster Facade Improvement Application

Property or Address: _____

Proposed or Current Use: _____

Applicant: _____ Owner / Tenant (circle one)

Address: _____

Telephone: _____ fax: _____

Description of Project: (please refer to any attached photos, paint colors, or awning swatches, etc.)

Three (3) estimates of cost unless otherwise specified by the Design Committee.

I have attached project plans and specifications and an itemized worksheet or other appropriate design documentation.

I understand that the façade improvement incentive must be used for the project described in this application only and must be completed within six months from the approval of application.

Any variation without approval from the See Lancaster Design Committee may result in non-payment.

Signature: _____

Title: _____

Tax ID or SS#: _____

Date: _____

Signature of Property Owner (if different from tenant):

Signature: _____

Date: _____