



ALBEMARLE DOWNTOWN DEVELOPMENT CORPORATION  
144 North Second Street \* PO Box 2123 \* Albemarle, NC 28002 \* 704-984-9415

## SIGN GRANT APPLICATION

**\*\*Grants are awarded 50-50 match basis with a maximum ADDC participation of \$1,000 per sign project.**

### Purpose:

To provide an economic incentive to: Improve and conform signage in Downtown Albemarle, encourage good sign projects that capitalize on the improvement of the Downtown streetscape, and preserve the unique historic characteristics of the building.

### Eligibility:

1. Owner(s) or tenant(s) of a building located within the Central Business District (CBD), City of Albemarle Historic District (COA HD) or Municipal Service Tax (MSTD) as defined in the ADDC service area.
2. Owner(s) and tenant(s) may request incentive sign grants separately; however, any tenant(s) must have the owner's written permission attached to the application.
3. The ADDC Design Committee may judge a property eligible for a second sign grant if:
  - at least five (5) years have elapsed since the first grant was awarded and the sign is in need of further improvement, i.e., repairing, repainting;
  - the existing business undergoes significant expansion that requires alteration to the sign, i.e., expanded services; or
  - a new business moves in and requires changes in the signage, i.e., new name, new services.

### Guidelines:

1. Rehabilitation, repair, or replacement of signs in the CBD, COA HD, or MSTD should be considered a contemporary solution that respects the architectural integrity of the entire building front and the historic downtown streetscape.
2. All sign proposals will meet with the code requirements of the City of Albemarle.
3. Any exterior sign proposal - from sign rehabilitation and repair to the replacement of an inappropriate sign - is eligible for funding, but top priority will be given to projects that will make a highly visible contribution to the commercial district.
4. All signage must meet with local zoning or ordinance restrictions. If a Certificate of Appropriateness is required for the work to be done, the Design Committee will not review or consider the application until prior approval is received by the Design Review Board.
5. The Design Committee will not approve any grant requests for business name(s) on awnings.

### Source of Funds:

The Design Committee Façade Grants are made possible through private contributions and may include appropriations from the City of Albemarle and the County of Stanly.

### Process for Receiving Grant:

1. Owner(s)/tenant(s) complete application, including sign plans or sketches and owner's permission, if necessary, and return to ADDC. Design and technical assistance may be provided by ADDC.
2. ADDC will review application and upon approval, requests check be issued for 1/2 the actual project cost or \$1,000, whichever is less, provided the work is accomplished in accordance with the agreement.
3. A Notification Letter will be sent to applicant as to whether the project has been accepted as described in the application, accepted with conditions, or rejected.
4. All decisions made by the Sign Committee are final.



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**SIGN GRANT APPLICATION**

Date of Application:

Applicant (please print):

Property Address: Applicant:

Mailing Address:

Telephone Number:

Please check one: \_\_\_\_\_ Owner \_\_\_\_\_ Tenant

If tenant, please list property owner's name:

Description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost: \_\_\_\_\_ (not including Sign Permit)

The following items NEED to be included for the grant to be reviewed

- \_\_\_ Photos of the sign (can be emailed from sign company)
- \_\_\_ Copy of Sign Permit required by the City of Albemarle
- \_\_\_ Copy of the Certificate of Appropriateness (if required by the City of Albemarle)
- \_\_\_ Copy of the PAID invoice from the sign company

A complete signed set of the Sign Grant Application (include pages 2 and 3)



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I, \_\_\_\_\_ agree to the following:  
Applicant's Name – please print

1. The recipient agrees to abide by and conform to all rehabilitation, repair or replacement undertaken pursuant to this Agreement, to all applicable laws of the United States, the State of North Carolina, and those applicable provisions of the ordinances of the City of Albemarle, directly or indirectly related to the subject matter in this Agreement.
2. The amount of this grant is payable provided said project meets with the City of Albemarle Sign Ordinance.
3. Technical assistance provided by ADDC will be advisory only. ADDC will not be a party in negotiations between the Recipient and any contractor employed by him/her.

I understand that in order for my application to be reviewed, the following items must be attached: paid invoices submitted to ADDC, a copy of the approved City of Albemarle sign permit, a photo of the sign, and a copy of the approved City of Albemarle Certificate of Appropriateness. I also understand that I cannot include the sign permit fee of \$100 to my total cost.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

*\*\*If applicant is tenant, owner MUST also sign*

Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_

ADD C Office Use Only: \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Requested Grant Amount: \_\_\_\_\_

Date Economic Vitality Committee Met: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_