

Downtown Hattiesburg Association Façade Grant Application presented in partnership with



Mississippi Power



Hattiesburg
Landmark
Preservation

Downtown Hattiesburg Association Design committee will review and determine eligibility of all applications. Grants are awarded at the discretion of the judges. The Main Street Design committee must approve all applications, and it must conform to established guidelines. If approved, applicants understand that all work performed is subject to development standards, and business owners are solely responsible for obtaining all building and property codes, and permit requirements.

Applicant agrees to indemnify, defend and hold harmless Downtown Hattiesburg Association, its successors and assigns from and against any and all third- party claims, damages, liabilities, cost and expenses, including reasonable legal fees and expenses arising out of a related to Recipient's use of the grant funds and any other obligations and representations under this Agreement.

By submitting this application, applicants certify that the information in this application is true, complete and accurate to the best of the applicant's knowledge. Applicants are aware that information will be kept confidential. The selection will be final when announced, and the selection of the grant recipients is at the sole discretion of the judging committee.

Date: _____

Business Name: _____

Physical Address: _____

PPIN: _____ Parcel Number: _____

Property Owner or Business Owner: _____

Cell Phone: _____

Email: _____

Website: _____

Is the location currently open for business: YES NO Date opened: _____

Number of full-time employees: _____ Part time: _____

Federal ID: _____ State ID: _____

Give a brief statement of how you see your business growing over the next 5 years:
(Attach a document if needed)

How do you plan use grant funds if awarded? Please use additional sheet and attach photos/quotes/estimates if necessary. Additional information such as matching funds and timeliness may be included on additional sheet.

Project Estimate: _____

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the owner of the property, do authorize the Applicant to apply for a grant under the Façade Improvement Grant Program and undertake the approved improvements.

Signature: _____ Print Name: _____

Owner Signature

Phone Number _____

Date: _____

By signing this application, I acknowledge that I have read and understand the Façade Grant Guidelines, and I certify that the information in this application is true, complete and accurate to the best of my knowledge.

I am aware that information will be kept confidential and that the selection of the grant recipients is at the sole discretion of Downtown Hattiesburg Association.

*Signature: _____ Print Name: _____

Applicant

Date: _____

*Signature: _____ Print Name: _____

DHA

Date: _____

Office Use Only

Received by: _____

Date: _____

Attachments:

_____ Application must contain a detailed description of the proposed project to be funded.

- _____ Attach estimate or quote from contractor or business owner, who will be providing the work, labor, some "sweat equity by the business owner" may be allowed on a case by case basis, equipment, or signage. We prefer local contractors/businesses.
- _____ Attach current photos of façade/building
- _____ Attach renderings of work to be performed or equipment/signage to be purchased.
- _____ Applicant is a current paid member of the Association

Application for a Certificate of Appropriateness

to Hattiesburg Historic Conservation Commission for a proposed exterior change to a property within designated historic districts

Office Use only
Received _____
Complete _____
HHCC review _____
Action _____

Historic District _____

Property address. _____

Present zoning: _____

Applicant: _____

Address: _____

Phone: _____

Signature and permission of Applicant / date: _____ / _____

Owner: _____

Address: _____

Phone: _____

If the applicant is not the owner, include a letter from the owner authorizing the change.

I hereby authorize City of Hattiesburg staff access to the property for taking pictures and documentation.

Proposed starting date: _____

Briefly describe the proposed project I Proposed Alterations (attach additional sheets as needed):

NOTE: Appropriate support materials for each proposed change as required must be submitted to complete this application.

Incomplete applications will not be reviewed by the commission.

DEADLINE: Applications and support materials must be submitted by 5 p.m. Wednesday, 14 days prior to the regular HHCC meeting, normally the second Wednesday of each month.

New Buildings and New Additions

Major Restoration, Rehabilitation or Remodeling

Site Changes- tree removal, fences, walks, driveways, parking and signs

Demolition and Relocation

Required support materials must be attached. Please see checklist for Required Support Materials

APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS

Checklist for Required Support Materials

A complete application requires support materials: Please check the list below for which materials may be necessary for design review of a particular project.

New Buildings and New Additions

- Architectural elevation (to scale)
- Site plan (to scale)
- Floor plan (to scale)
- Description of materials and types and styles of architectural features such as windows and doors
- Photographs of proposed site and adjoining properties

Major Restoration, Rehabilitation or Remodeling

- Architectural elevations or sketches (to scale)
- Description of proposed changes
- Description of materials
- Photographs of existing building
- Documentation of earlier historic appearance (restorations only)
- Site plan showing placement (to scale)

Site Changes – trees, walks, drives, parking, and signs

- Site plan or sketch of site
- Architectural elevations or sketches (to scale)
- Description of materials
- Photographs of site
-

Demolition and Relocation

- Condition reports
- Photographs of existing building
- Documentation of economic factors
- Site plans (for relocation)
- Documentation of justification

NOTE: Only complete applications will be placed on the agenda for review.

Tips for filling out an application for a Certificate of Appropriateness:

- Review the Design Guidelines: The Guidelines are the Hattiesburg Historic Conservation Commission's (HHCC) "rulebook" so before planning a project and applying for approval, be sure to read at least the pertinent sections to verify that your project is in compliance with the outlined principles. Bear in mind that the reason(s) why you want to do the work are not always relative to the evaluation of the proposed work. What counts is what you are proposing and how it conforms to the Guidelines, so make your case based upon the Guidelines!
- Follow application instructions and completely fill out the form: Staff needs to be able to determine who you are, what the project entails, and how to contact you with any questions.
- Sign the application: Applications must be signed to be considered complete and ready for review.
- Use black ink on the application and please be sure to write legibly
- Include photos, drawings, or sketches that help illustrate your project. These materials may be submitted electronically or printed in color and delivered to the Planning office. Drawings should be as close to scale as possible, clearly illustrating the size and location of the proposed work.
- Clearly describe and show what changes you are proposing: Put yourself in the shoes of someone unfamiliar with your house and project. Describe the project in detail, including dimensions, materials, and any additional information you believe will be helpful. All projects are evaluated based upon how well they adhere to the Design Guidelines. To evaluate a project, the HHCC needs to know the exact materials, appearance of components, how things fit together, and where everything is located. Make it clear what exists vs. what is proposed.
- Whenever possible, include your entire scope of work in the Application for a COA. Applying for small fragments of a large project can greatly increase paperwork and processing time. It is also important for the Commissioners to be able to evaluate the project as a whole in order to avoid costly surprises along the way. Contact staff prior to submitting an application if you suspect the project should be broken into separate or "phased" work applications.

Remember - by submitting clear and complete applications, you reduce the number of questions and requests for additional information that can potentially slow the approval process. This not only shortens your waiting time, but that of all the applicants who follow you!