



# DOWNTOWN FACADE IMPROVEMENT GRANT PROGRAM

180 West Main Street Ste. 4  
exedir@downtownwytheville.org  
276-223-3343

WWW.DOWNTOWNWYTHEVILLE.ORG



## Eligible Area: B-2 DT General Business District – Downtown

Contact grant administrator to confirm your location qualifies.



**Grant Amount Available: 50 percent of the façade renovation costs up to \$15,000 per façade**

### Priority will be established for building applications based on the following criteria.

- Blighted condition. Those buildings with façades that are in poor condition (blighted) will receive first priority.
- Main Street visibility. Those buildings, which are visible from Main Street, will receive priority.
- The interest of the property owner and ability to finance the rehabilitation.
- Those willing to follow historic preservation guidelines and receive feedback from Downtown Wytheville.

These grant applications will be reviewed on a first come first serve basis and until the budget has been expended. Applications will not be reviewed until all documentation is gathered and complete as stated below.

### General Provisions of the Program:

Through Virginia Main Street services Downtown Wytheville Inc. will utilize architects Frazier Associates to provide outline drawings and specifications (schematic level drawings) and cost estimates for each façade renovation project. Based on the project, architectural construction documents may be required at an additional cost. The architect shall work with the property owner to complete the work write-up based on the owner's design goals, budget and input from Downtown Wytheville, Inc's. Design review team. Because the district is listed on the National Register of Historic Places, Frazier Associates and the VA Main Street program follow the Secretary of Interior's Standards for Rehabilitation of Historic Buildings. If the building is listed on the Virginia Landmarks Register, the National Register of Historic Places or if it is a contributing structure to one of these districts, a Virginia Department of Historic Resources review may be required, and the work write-up may also be required to follow the provisions of the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

- The façade work write-up shall be approved by the Town of Wytheville and Downtown Wytheville prior to the start of work.
- The property owner shall enter into a contract with DTW and the Town of Wytheville for the façade renovations.
- The property owner shall enter into a contract with a **licensed contractor** for the work described in the work write-up according to the provisions of this document.
- All changes or substitutions to the work write up shall be approved by DTW and Frazier and Associates.



## Construction Contracts:

The construction contracts must follow the provisions below:

- The contract for rehabilitation work shall be between the **owner and the contractor**. Neither Downtown Wytheville nor the Town of Wytheville is responsible for the performance of the contractor nor for the payments to the contractor.
- The **owner** shall ensure that the contractor is legally licensed for the work to be performed and has provided proof of general liability insurance and workers compensation insurance.
- The **owner** shall take full responsibility for the selection and management of the contractor.
- The **owner** shall utilize the owner's financial resources to undertake 100% of the cost of the façade improvements.
- During construction, the architect and representatives of DTW and the Town of Wytheville shall have the right to inspect the property and the work during reasonable hours for the purpose of determining compliance with the work write-up. The owner and contractor will follow the complete write up as rendered and outlined by the architect. Any deviation from that write up will need written approval. Any deviation without approval, will result in disqualification from the program, and any funds spent up to that time period will not be reimbursed. It is critical that you follow the recommendation of the architect.

## Reimbursement:

- Following the final inspection and approval of the work by Town of Wytheville and Downtown Wytheville representatives. A single lump-sum payment will be made to the owner based on the provisions of this document.
- All costs submitted for reimbursement shall be in accord with the work write-up or approved change orders. Reimbursements will only be made for the materials and labor necessary to complete the work write-up. Owners will not be reimbursed for tools, superfluous materials, restocking fees, improperly ordered or damaged material or work outside the approved work write-up.
- Downtown Wytheville will make payment within thirty (30) days of the inspection and approval noted above.





## How to Apply

1. The owner of the building shall provide a short statement on page 5 about how you would like to see this program implemented for the purpose of updating the facade of your property. Please include in this statement your ideas, color schemes, awnings, signage and other design aspects for consideration. Please attach or include design examples, historic photographs or anything relating to the facade to further assist our architect and design team as stated on the "Design Assistance Application" below.
2. Please provide 3-5 high resolution photographs of the front facade of your building as eluded to on the "how to photograph" attachment below. It is critical that you follow these instructions as our design team will need exact dimensions to be able to render the project and to scale accordingly for construction purposes. Once facade photos are received and project goals discussed, the architect will return facade photos with building elements in need of measurements. Plats, surveys, and previous architectural plans may be necessary if available.
3. If you would like assistance in photographing, brainstorming your project or any other assistance with this program, please contact us directly.
4. Property owners must work through the Town of Wytheville and Downtown Wytheville Inc. in order to qualify for this program. Please do not contact Frazier Associates directly.

**Any questions about the Downtown Facade Improvement Grant Program should be directed to the following:**

**Todd Wolford**  
**Executive Director**  
**Downtown Wytheville Inc**  
**276-223-3343**

**[exedire@downtownwytheville.org](mailto:exedire@downtownwytheville.org)**





### Facade Contract Agreement

#### Personal Information:

Name: Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

#### Business or Property Information:

Business address: \_\_\_\_\_

Mailing Address (other than Physical Address) \_\_\_\_\_

Business Phone: Business Email: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

I hereby certify that the above information is true and accurate. I understand that additional information may be requested by Downtown Wytheville and/or the Town of Wytheville to complete the review of this application.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please include this signed page along with the "Design Assistance Application" on page 5 in order for the application to be complete for review.





VIRGINIA MAIN STREET PROGRAM

For Office Use
Date Received _____
Community _____
Job # _____

## DESIGN ASSISTANCE APPLICATION 2021-2022

The following to be completed by Program Manager with Participant:

**Date of Submittal:** \_\_\_\_\_

**Address of Building or Site:** \_\_\_\_\_

Building and/or Business Name \_\_\_\_\_

Community \_\_\_\_\_

**Participant Information:**

Name \_\_\_\_\_  Owner  Tenant  Both

E-mail Address \_\_\_\_\_ Phone During Day \_\_\_\_\_

**Project Description**

Briefly describe your project, services needed and anticipated budget for implementation.

**What is the Priority for Implementing Your Project?**

A- Now  B - Current building season  C - Next building season  D - Not sure

**Have you applied for and received any financial assistance for your project?**  yes  no

**If yes, is there a deadline for using these funds?**  yes  no

**If yes, what is the deadline?** \_\_\_\_\_

**Is this a Tax Credit Project?**  Federal  State  Would like more information

VMS Design Consultant:

**Frazier Associates** • 213 N. Augusta Street • Staunton, Virginia  
540-886-6230 • fax 540-886-8629 • www.frazierassociates.com





VIRGINIA MAIN STREET PROGRAM

For Office Use	
Job #	_____
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Community	_____

FACADE DESIGN ASSISTANCE PROJECT INFORMATION rvsd 3-2020

**ADDITIONAL INFORMATION:**

1. Please include photographs of your project that show a full general view and then any pertinent details. No more than 6 photographs.
2. Please include any graphics such as logos or color preferences that may be relevant to your project.
3. Please provide any additional written information here:

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### PHOTOGRAPHING FACADES FOR LONG DISTANCE DESIGN SERVICES



For a typical downtown Main Street facade, there are just a few essential photographs to take. Ensure that your camera provides images **at least 750k to 2M-sized image files**, like jpg files. We need the ability to zoom into an image to check for repair issues and help determine materials.

The following are the absolute minimum photos required & where to stand to take photos:

Photo Position #1: Overall facade - centered with each corner of facade visible;

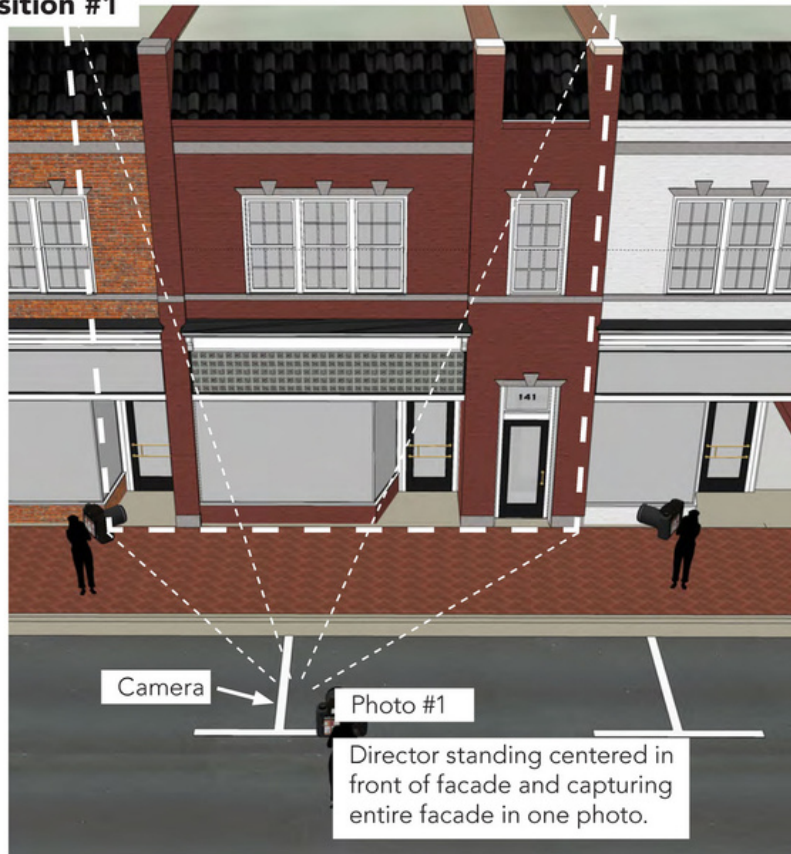
Photo Position #2: Left side view of lower facade to include storefront cornice down to sidewalk;

Photo Position #3: Right side view of lower facade to include storefront cornice down to sidewalk;

Photo positions not shown: Take photos of any repair issues, but include a nearby door or building element that makes it clear where the repair issue is on the facade.



#### Photo Position #1





**Photo Position #2 & #3**



Photo #2: Director standing off to one side and capturing entire lower facade in one photo.

Photo #3

Photo #2

Repeat Photo #2 instructions on opposite side for Photo #3.

**Photo Position #4**

If the lower facade is blocked by vehicles:

Add

Photo Position #4: Take a photo of the just the entire lower facade that was partially obscured by vehicles by standing between the parked vehicles or on curb;

Still take:

Photo Position #1: Take the overall facade any way and straight on, and the other Photos #2&3 from same position as above.

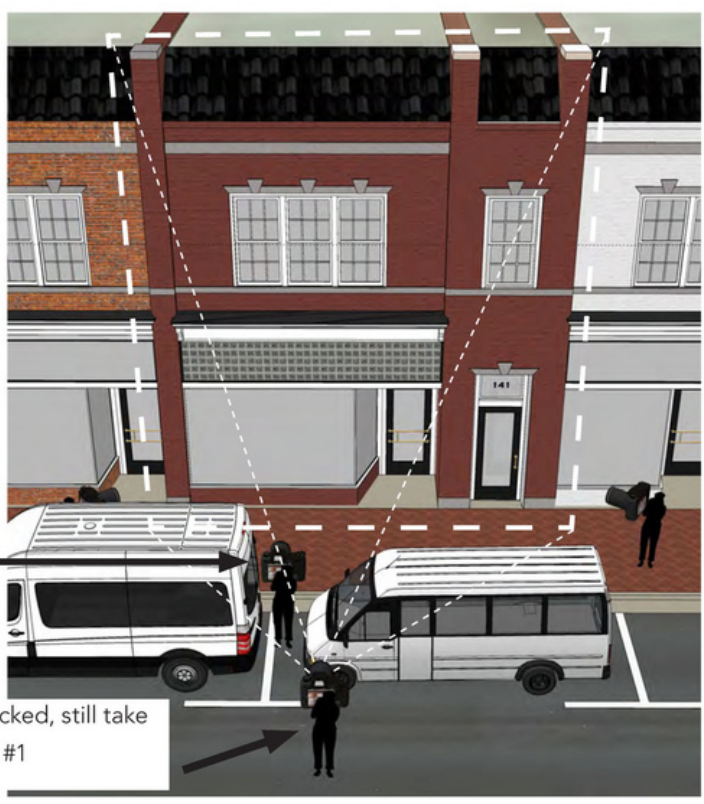


Photo #4

Director standing centered in front of facade and capturing entire lower facade in one photo.

If facade is blocked, still take Photo Position #1