

## Brunswick Downtown Development Authority District

The DDA District encompasses a large area of Historic Brunswick in an irregular pattern. In general, Gloucester Street from Highway 17 to Bay Street; Norwich Street from 5th Street to Monk Street; Newcastle Street from 5th Street to Howe Street; and Bay Street from H Street to First Ave. There are numerous turns and direction changes within the district. Please contact the DDA offices to verify that the project site appears within the designated district.

### Eligible Actions—Building Elements

- Painting, masonry repair, repair and/or replacement of architectural details, and repair and/or replacement of windows and doors including storefront on all exterior facades, installation of hardscaping.
- Purchase, installation, or restoration of exterior lighting fixtures or cameras for design enhancement or security.
- The purchase and installation of new awnings on new or existing frames.

### Eligible Actions—Signs

- Restoration, repair, or removal of old signs or the design, production, and installation of new signs that meet design criteria and are approved by the Design Review Committee and DDA. Historic signs will be given consideration.

### Ineligible Actions

- Demolition of historically or architecturally significant buildings or features, including sand-blasting of brick or masonry surfaces.
- General periodic maintenance, i.e. cleaning, window washing.
- Improvements made prior to grant approval.

### Design Assistance

The DDA office can provide design assistance and consultation through affiliation with the Georgia Department of Community Affairs.

The DDA office also maintains a resource library concerning repairs and rehabilitation of historic properties, and the design guidelines developed for Brunswick.

### Federal and State Incentives

A portion of Downtown Brunswick lies within a designated National Register Historic District. Certain properties within this district are eligible for a 20% Federal tax credit and a State property tax abatement for qualified rehabilitation projects. In order to receive these tax credits and incentives, approval of the design work is required before work begins. The DDA office has information for Federal and State programs.

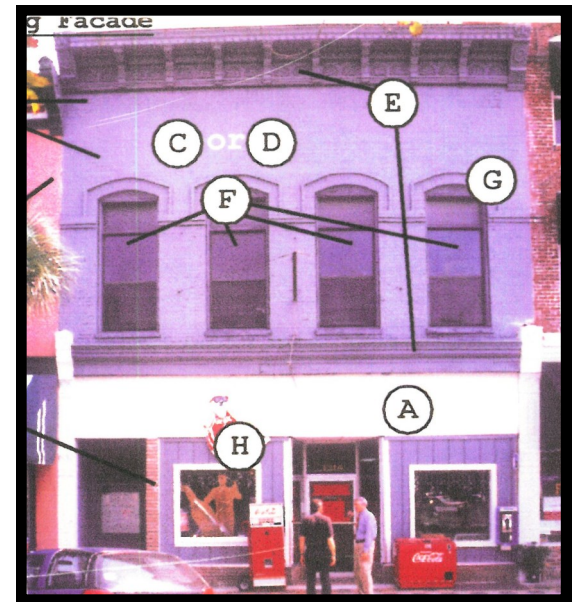
### Low Interest Loan Pool

Low interest loans for interior and exterior rehabilitation and property acquisition are available through the Downtown Development Authority, the City of Brunswick, Coastal Area District Development Authority and participating banks.

These funds are offered at a blended rate at or slightly below the Prime Rate. For more information, contact the DDA office.

**TO APPLY:**  
**Applications are available Monday-Friday**  
**Downtown Development Authority**  
**1229 Newcastle St**  
**Brunswick, GA 31520**  
**Phone: 912-265-4032**  
**Fax: 912-265-8181**  
**Email: [mhill@cityofbrunswick-ga.gov](mailto:mhill@cityofbrunswick-ga.gov)**  
**[www.discoverbrunswick.com](http://www.discoverbrunswick.com)**

# Brunswick Georgia



## Downtown Development Authority *Façade Improvement Grant* Guidelines and Information

## Façade Grant Program

The Brunswick Downtown Development Authority (DDA), with City of Brunswick Recaptured Economic Development Funds, continues a grant program to encourage meaningful exterior improvements to properties and promote economic development in the DDA district. This reimbursement matching grant is intended to preserve and restore historic properties and details and encourage projects that are compatible with Downtown's historic character.

### Criteria for Façade Grant Approval

*Requests for grants will be reviewed, and approved or denied, based on the funds available and in the order in which they are received. Applications will be reviewed with the following considerations:*

- Historic or architectural significance of the building.
- Potential impact of the project on the Downtown streetscape in general and on the building in particular.
- Location of the building—visually prominent areas and economically blighted areas will be stressed.
- Overall cost of the project.
- Quality of the proposal and adherence to procedure.
- Need of applicant and willingness to implement entire rehabilitation design.
- Availability of funds.
- All grants are discretionary.

### Downtown Development Authority Façade Grants

**Grants are reviewed in March, June, September & December.** Completed grant applications must be received by 5:00 pm the Last Wednesday of **Feb. , May, Aug. & Nov.** Applications received after the deadline will be delayed until the following review session. All Façade Grants are awarded based on funding availability. Application does not guarantee award.

**NO WORK MAY BEGIN PRIOR TO APPLICATION SUBMITTAL.**

### Program Requirements

1. Property must be commercial and income producing.
2. Grant money will be awarded on a matching basis for eligible expenses. Limits are \$1,000 on signage & \$1000 per 30' (or fraction) of primary façade on building elements per address. Grants are limited to one (1) per business mailing address during any 12-month period for Building elements and one (1) per business during any 12-month period for signs. These maximums may differ for buildings that are outliers.
3. Applicants may be the building owner or tenant, with owner's approval of the project.
4. Self-contracted projects require an itemized list of materials with a labor cap of \$20.00 per hour. Contractors must supply a detailed written estimate.
5. Re-application for the same building element item or project within a 36 month period on the same property is not permitted.
6. Substantial work must begin within 45 days of approval and be completed within 180 days of commencement. Grants will be paid following completion of the project and presentation of

paid invoices to DDA.

7. Façade Grants will not be awarded for routine maintenance, an insurance claim or for what may be viewed as an insurance claim.
8. Any improvements must conform to the Secretary of Interior's Standards for Rehabilitation, the Brunswick Historic Preservation Ordinance and the DDA Design Guidelines.
9. Incomplete applications may incur approval delays.

### Frequently Asked Questions

**What is a façade?** The visible surface in architecture; the face of a building, especially the principal or front face showing its most prominent architectural features.

**\*What if my building is 40'?** The grant is \$1,000 for every 30 feet or fraction thereof. If your building is 40', that would be  $40/30=1.33$ . The maximum grant amount would be \$2,000.

**Why are there caps?** There are limited DDA funds allotted to Façade Grants. Caps are set to allow access to funding for all eligible applicants throughout DDA's fiscal year.

**What guidelines do we follow?** The DDA Design Review Board adheres to the Secretary of Interior's Standards for Rehabilitation and the Brunswick Historic Preservation Guidelines. Copies are available at DDA or the Building Inspector's office.

**What colors can I use?** Color choice is not within the purview of the grant.

**Can I use the grant on my residence?** No, only commercial, non-residential, income producing property within the DDA district is eligible.

## DDA Façade Grant Application

Façade Grant applications are reviewed at the DDA Board meeting in:  
March, June, September & December.

Board Approval Date: _____ Amount: _____
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Brief description of work: \_\_\_\_\_

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

Estimate: \_\_\_\_\_ Amount of Grant: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

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

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

Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Applicant ☐ Owns ☐ Rents the above property (check one)

If renting, provide owner's name, phone number and signature authorizing the proposed façade improvements contained in this application.

Owner's name: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

☐ **Applicant is participating in the Forward Brunswick Norwich Façade Program, and hereby assigns the façade grant funds to Forward Brunswick.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Forward Brunswick:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### CHECK LIST

\_\_\_\_ Prepared plans showing the scope of work and specifications of design and improvements.

\_\_\_\_ Specified colors & paint samples.

\_\_\_\_ Estimates of work, time and costs

\_\_\_\_ Attached before photograph of building and "after" concept.

**All information must be in to the DDA office by 5:00 pm the last Wednesday of Feb., May, Aug. & Nov. Incomplete applications will not be considered. Applications received after the deadline will be held until the next review session. Work done prior to board approval may not be reimbursed. Application does not guarantee award.**

This work complies with City of Brunswick code and permit requirements. ALL SIGNATURES REQUIRED.

\_\_\_\_\_  
Building Inspections

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Inspector

\_\_\_\_\_  
Date

## DDA Façade Grant Application

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The information requested below is confidential. This information is used only to track social status under federal regulations as required for the funding of programs by the U.S. Department of Housing and Urban Development (HUD) and administered by the Downtown Development Authority and Community Development Department on behalf of the City of Brunswick. This information is required for the continued funding of the Façade Grant program with Community Development Block Grant funds.

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

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

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

Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

1. Ethnicity of the Applicant (check only one):    ☐ Hispanic        ☐ Not Hispanic

2. Race of Applicant

Single Race:    ☐ American Indian/Alaskan Native        ☐ Asian

☐ Black or African American        ☐ White

☐ Native Hawaiian or Other Pacific Islander

Multi-Race:    ☐ American Indian/Alaskan Native *and* Black or African American

☐ American Indian/Alaskan Native *and* White

☐ Asian *and* Black or African American        ☐ Asian *and* White

☐ Black or African American *and* White        ☐ Other multiple Race

3. Sex of Applicant        ☐ Female        ☐ Male

4. Applicant 62 or older?    ☐ No        ☐ Yes

5. Anticipated number of jobs expansion or opening of business will create: \_\_\_\_\_

6. Anticipated average salary of new jobs created: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

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

Witness signature: \_\_\_\_\_