



## Lincolnton Architectural Services Grant Program Central Business District

### *What is the Architectural Services Grant Program?*

- An incentive to encourage good design projects which capitalize on the rehabilitation of existing commercial properties and/or the introduction of sympathetic new building design.
- Provides 50% of the design cost of up to \$3,000.
- Encourages further private reinvestment in existing infrastructure and promotes appropriate and attractive design projects that preserve the architectural character found only in older buildings.

### *Who may apply for the grant?*

- Building owners or tenants with building owner's written consent.

### *What projects are eligible?*

- Property located within Lincolnton's Central Business District and eligible for listing on the National Register of Historic Places or in an NR District in which design drawings will facilitate the reuse of the building and/or property with priority given to adaptive reuse of "white elephant" buildings, and conversion of upper story space into residential dwelling unit(s) or office/business use.
- Buildings used in a trade or business or held for the production of income from either residential or nonresidential purposes.

#### Ineligible projects and properties:

- Tax delinquent property or property not in good standing with City Utilities
- Tax exempt organizations, properties or uses
- Primarily residential properties or uses
- National franchises
- Retail chain stores

### *What architectural services expenditures qualify?*

- Eligible expenditures include: Measured drawings, schematic design, rendered sketches of interior and/or exterior, floor plans drawn to scale, preliminary scope of work and cost estimates, construction documents.
- Ineligible expenditures include: Construction costs
- Designs must reflect compliance with the Secretary of the Interior's "Standards for Rehabilitation". Program standards are attached. (An illustrated manual is available to provide a better understanding of the requirements).

### *Who makes the decision to approve or reject a request?*

- Design review comprised of City staff members and other strategic members approved by the City Manager

### *What is the process for applying for a grant?*

1. Meet with the City of Lincolnton Planning Staff to discuss grant and project.
2. Completed application with consultant quotes is submitted to the Planning Staff.
3. Planning Director reviews application for completeness and eligibility.
4. A review will be completed by City staff and strategic members.
5. Architect and potential grant recipient may be asked to meet with the review committee up to discuss scope of work and pre-design questions.
6. Applicant is notified in writing of decision: approval, approval with conditions, or rejection of application.
7. Any changes to approved work must be approved by Planning office in writing.
8. Upon completion of architectural services, applicant sends copies of paid statements to Planning office.

# Program Standards

## The Secretary of the Interior's Standards for Rehabilitation

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable change to meet new needs. **All facade changes must meet these standards.** An illustrated guide is available for use from the City Planning Department to help property owners meet the standards.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

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**I have read and understand these guidelines.**

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Signature of Applicant

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Date

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Signature of Property Owner (if different from Applicant)

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Date

# Lincolnton Architectural Services Grant Program Application

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

Name of Property Owner: \_\_\_\_\_

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

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

Are you applying as the property owner \_\_\_\_\_ or lease \_\_\_\_\_?

Name of Lessee \_\_\_\_\_ Business Name \_\_\_\_\_

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

Describe in detail what your plans are for improving the building and the service providers design approach to the project. Please provide illustrations, photos and/or other presentation materials which illustrate the service providers experience on other projects of similar size and use. Highlight any relevant experience.

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**Submission Checklist:** (Application is not considered complete and will not be reviewed until all requested information is received.)

Initial sketch plans, specifications, or other appropriate information including estimates of the work to be done.

A signed copy of the guidelines for the Lincolnton Architectural Services Grant Program indicating that I have read and understand the program's requirements and intend to follow the program guidelines.

Consultant quotes specifying scope of work, timelines, costs, and must be on business form/letterhead.

\_\_\_\_\_ (initial) I understand that grant funds can be used only for the project described in the application.

\_\_\_\_\_ (initial) I understand the work must be completed within twelve (12) months from the date of written approval notification.

\_\_\_\_\_ (initial) I understand that all work must be able to be completed according to state and local building codes and ordinances and approved, when necessary, by the proper authorities. (ALL BUILDING IMPROVEMENTS DOWNTOWN REQUIRE A ZONING PERMIT)

\_\_\_\_\_ (initial) I understand that this application **must** be reviewed **before** the final set of drawings is complete. I also agree to inspection of my business records to document all fees paid for the architectural services.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different from Applicant)

\_\_\_\_\_  
Date

# Lincolnton Central Business Program Area

