



FACADE GRANT PROGRAM

Make improvements to your building exterior with a grant from Main Street!

SIGNAGE * AWNINGS * WINDOWS * DOORS * CORNICE
PAINTING * REPAIRS * EXTERIOR FINISHES * LIGHTING



Before image of 3200 Eastern Avenue.



After at 3200 Eastern Avenue. Work included brick cleaning & repointing, repairs to cracks in the stucco siding, and painting.

Contact Amanda at Highlandtown Main Street to get started today!

410-342-3234 ext. 26 amanda@southeastcdc.org

3323 Eastern Avenue, Suite 200, Baltimore MD 21224

ABOUT THE FACADE GRANT PROGRAM

The Facade Grant Program offers up to \$3000 of matching money and free design help to business and property owners to make improvement to their facades (the exterior of the building).

(Example: Project costs a total of \$5000--you will be reimbursed for \$2500 once the project is complete)

Highlandtown Main Street will help you complete your project--so don't hesitate to ask for assistance at any stage of the project.

HOW TO APPLY

****YOU MUST APPLY AND BE APPROVED BEFORE BEGINNING ANY WORK TO BE ELIGIBLE FOR REIMBURSEMENT****

1. Complete application

A. Determine project scope (if needed, obtain drawings/renderings)

***You can request FREE architectural drawings, simply complete "Request for Design Services" form**

B. Obtain TWO estimates from contractors

-Estimates should be on contractors letterhead

-TWO estimates are needed for each part of work

(Example: You want windows and awnings done, but no company will provide both services.

You would then need FOUR total estimates: 2 for the window work and 2 for the awning work.)

C. Include "before" pictures of the building

2. Submit application and above items to the Highlandtown Main Street Design Committee for approval.

3. Begin work! Once you receive your approval letter you have 30 days to begin work and 60 days to finish the project.

4. Submit receipts and after pictures to the Main Street Manager for reimbursement, after the work is complete.

ELIGIBILITY

1. Must be within the Highlandtown Main Street boundaries
(see Main Street Manager for boundary details)

2. Your building must be occupied with a business
(no funding will be given to unoccupied buildings)



Completed awning at High Grounds Coffee Roasters, 3201 Eastern Ave.

BUILDING IMPROVEMENTS

Tips for keeping your building in good condition.

Making regular improvements to your building will prevent long-term damage and potential fines during routine city inspections.

BUILDING FRONTS & SIDES

Building Front	If damaged/deteriorated, it must be repaired/replaced/cleaned; Cannot be made solid or permanently enclosed (fully boarded up); Exposed wood must be painted or stained
Siding	The following materials are not allowed: corrugated metal, formstone, aluminum, vinyl, metal panes, plywood, or glass block
Paint	Peeling paint is not allowed
Cornices	Should be repaired or replaced as needed and should match as closely as possible to the original patterns
Trash	The area around the building must be kept clean and free of trash

WINDOWS & DISPLAYS

Broken Glass	Must be replaced promptly
Upper Windows	Must not be filled, boarded up, or covered by flat or projecting signs. Those filled must be reopened.
Signs	May not cover more than 20% of area Signs may not blink or change color
All Windows	Must look clean Openings cannot be painted
Lighting	For safety, we encourage you to keep a front interior light on at night

SECURITY GATES & WALLS

Exterior Grilles	Roll-down/scissor-style are discouraged (if needed pull down style with open grille-work are permitted)
Interior Wall	"Bullet-Proof" plastic or glass walls are highly discouraged



J & M Fashion Stop at 427 S. Conkling Street showcases a stunning window display.

Permits Reminder

Baltimore City requires permits for most work done to your building. Permits are required for signs, awnings, and most construction work.

To obtain a permit you must provide the application and drawings/pictures of the proposed work/design BEFORE beginning any work.

Drawings are required for exterior wall-mounted signs and should be drawn to scale and show entire width of wall on which sign is to be mounted.

417 E. Fayette Street, Room 100

For more information call 410.396.3495

www.baltimorehousing.org/permit_resources

H!GHLANDTOWN
Main Street

Contact Amanda at Highlandtown Main Street for more info:
410-342-3234 ext 26 amanda@southeastcdc.org
3323 Eastern Avenue, Suite 200, Baltimore MD 21224

SIGNS & AWNINGS

Signs and awnings add unique characteristics to your business facade. Signs and awnings should attract customers to your businesses without producing visual clutter.

Signs should be designed to fit the building and the retail district, as well as reflect the character of your business. Bigger doesn't mean better: oversized, bright signs belong on the highway.

Awnings dress up your building while also shielding south-facing windows from the summer sun.

Before purchasing a sign or awning, read through the guidelines below and meet with the Highlandtown Main Street Manager to determine if you are eligible for a facade grant and to ensure your design complies with all guidelines.



Blade signs from local businesses: Highlandtown Gallery and Vitamin.

FLAT SIGNS

Sign Size	Maximum 30 in. high by 12 ft. wide Cannot project more than 12 in. from side of building
Letter Size	Primary--max height 12 in. Secondary--max height 5 in.
Graphics	No more than 10% of total area
Location	Must be hung below the second floor window OR 13 ft. from the ground (whichever is lower)
Lighting	Gooseneck lights encouraged Signs cannot be lit internally

BLADE/HANGING SIGNS

Sign Size	Maximum size is 8 sq. ft. in area
Letter Size	Primary--max height 6 in. Secondary--max height 4 in.
Graphics	No more than 50% of total area
Mounting	Must be mounted with bracket specifically made for that purpose
Lighting	Gooseneck lights encouraged Signs cannot be lit internally

ADDITIONAL TIPS

A-Frame Signs are NOT allowed on the sidewalk

(because they are in the public right-of-way and are considered a pedestrian hazard)

Back Lit Signs are NOT allowed in Highlandtown

(as per the Urban Renewal Plan--URP--that was created for the business district)

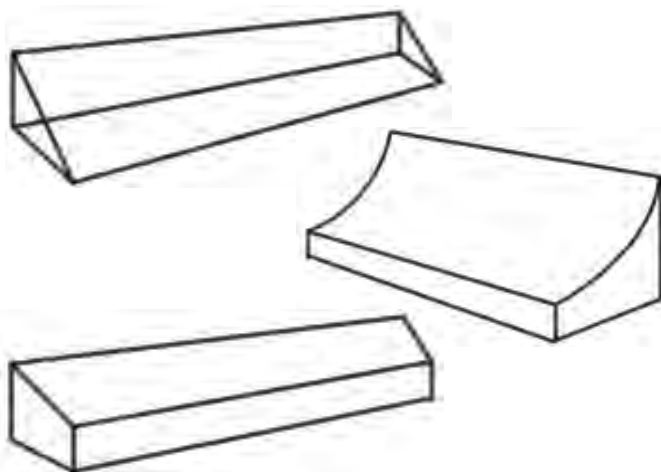
Channel Lettering is allowed in Highlandtown

(Height and size requirements should follow the "Flat Sign" rules above)

AWNINGS

Letter Size	Maximum height 6 in. or 10 sq. ft.
Graphics	No more than 20% of total area or 2 sq. ft., whichever is more
Location	Must not be more than 13 ft. above the pavement or 1 in. below a 2nd floor window sil, whichever is lower.
Projection	Must not project more than 7 ft. Fixed awnings must be at least 12 in. from the edge of the building
Material	Must be canvas, NOT plastic May NOT be lit internally
Structure	Can NOT be supported by columns Can NOT have suspended light structures or drop ceilings

ENCOURAGED AWNINGS STYLES





Baltimore Development Corporation ~ Neighborhood Development

36 S. Charles St. Suite 2100, Baltimore, MD 21201

(410) 837-9305

(Please submit application with a \$25 application fee made payable to: Baltimore Development Corporation)

Façade Improvement Grant Program ("FIG") Application

Applicant Name: _____ Business District: _____

Are you an MBE or WBE (circle one or both) *Use/Occupancy Permit # _____

*Tax ID # _____ *Business License # _____

Applicant Mailing Address: _____ Sq Ft _____

Phone: _____ Fax: _____ E-Mail: _____

Owner _____ Tenant _____ If Tenant, Date of Lease Expiration: _____

Address and business name for which this application applies: _____

Number of current employees? _____ Possible new jobs? _____

Describe your business and/or property. If vacant, describe plans for future occupancy and attach approved use & occupancy permit and signed Lease: _____

Describe the proposed improvements (e.g., signage, windows/doors, exterior finishes, awnings, fencing, painting, repairs, etc.), and the materials you plan to use.

Attach current photo of property; cost estimates (two quotes) showing details of project and renderings to show what is being proposed.

Applicant Signature: _____ Date: _____

Name (Print): _____

Owner, if other than applicant: I hereby certify that I am the owner of this building/land on which the proposed FIG project is situated, and that the foregoing applicant, in filing a FIG application for approval by the FIG Committee, is acting with my knowledge and consent.

Owner Signature: _____ Date: _____

Name (Print): _____

***Information required for all commercial/retail businesses. If you do not have a use/occupancy permit at the time of application, you must have one prior to reimbursement. Please note that proposed work may require permits and minor privilege approval which is solely your responsibility. No reimbursement will be made at anytime if the applicant/business is not in good legal standing with Federal, State and Local authorities.**

Façade Improvement Grant Information

Congratulations on your decision to apply for a Façade Improvement Grant (FIG). Before you proceed, make sure that your proposed project qualifies:

- The FIG program is targeted to existing commercial businesses and properties city wide.
- If you are located in a Baltimore Main Streets district, you MAY also need to submit this application to the local Design Review Committee. Main Streets districts are indicated below with an (*).
- The FIG program is generally targeted to the following areas, but any business in a commercial corridor may apply:

*Belair-Edison

*East Monument Street

*Federal Hill

*Fells Point

Govans

*Hamilton

*Lauraville

Market Center

Mt. Washington

Old Town

*Pennsylvania Avenue

*Pigtown

Pimlico

*Waverly

- The FIG program cannot be used more than once in a one-year period for the same property.
- The FIG program cannot be used for new construction, acquisition, interior work, residential properties, rear facades or on vacant commercial properties without a signed lease agreement.
- The FIG program cannot be used for work begun prior to receiving a commitment letter from BDC.
- The FIG program cannot be used for properties that are not in compliance with applicable zoning and urban renewal plans, unless the FIG will bring the property into compliance.
- The FIG program will not reimburse an applicant/business which is not in good legal standing with Federal, State or local authorities.

Design Guidelines

1. The project should make a noticeable contribution to the revitalization of the commercial district.
2. If the business district is pedestrian-friendly, where people enjoy walking, then the project's design should be in harmony with the character of the area. If the surrounding district is not pedestrian-friendly, then the project should begin to transform the area. Signs, awnings, ground floor windows and doors, lighting, and other decorative elements should be designed to appeal to pedestrians.
3. The distinguishing original qualities and character of the building shall be preserved; removal of historical or distinctive architectural features may disqualify a project. Deteriorated architectural features should be repaired rather than replaced; if replacement is necessary, the new materials should match the materials being replaced in design, color, texture, and other visual qualities.
4. Contemporary design for alterations to existing properties is acceptable if such alterations do not destroy significant historical, architectural, and cultural materials of the building and if such design is compatible with the size, scale, color, material, and character of the property and adjacent buildings.

Permitting and code requirements: Contractors must secure required building permits and minor privilege permits and complete the project in accordance with all applicable codes, ordinances, and standard engineering practices. Contractors must be properly registered, licensed, insured, and pass a debarment check as required by law.

Timeframe: Construction must begin within 30 days after the contract is executed and be complete within 60 days thereafter, unless otherwise approved in writing by the FIG committee.

Extension Request: The Grant Administrator MUST receive all extension requests in writing, at least 1 week prior to the project expiration date. Approval of extension requests will be mailed.

Change in Project Proposal: The committee MUST approve all changes made to the scope of work originally agreed upon prior to work being done. Approval of changes does not alter the original amount of the grant.

Maintenance of improvements: As part of the grant acceptance process, the applicant agrees to maintain all improvements made per the approved plans in their finished state.

The FIG grant will be provided as a "dollar for dollar" match up to a maximum grant award on a single property of \$3,000.00. The applicant pays for all of the work; BDC reimburses the applicant after the work is completed, consistent with the scope of work agreed upon in the application.

The FIG is a program of the Neighborhood Development Division of the Baltimore Development Corporation.

Ward
Sec.....
Blk.....
Lot.....

MAYOR AND CITY COUNCIL OF BALTIMORE
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
PERMITS AND CODES ENFORCEMENT
417 E. Fayette Street, Rm 100, Baltimore, MD 21202

Permit No.
Dist No.
Date Issued
Minor Pr. No.

PERMIT APPLICATION
THE FILING FEE MUST BE SUBMITTED WITH APPLICATION
\$25 FILING FEE FOR 1-AND 2-FAMILY DWELLINGS
\$50 FILING FEE FOR ALL OTHER PROPERTIES

PLANS NO.

Official Designation:
DO NOT WRITE ABOVE THIS LINE

PROPERTY ADDRESS
K/A
OWNER Address Phone
LESSEE/AGENT Address Phone
PRIME CONTRACTOR Phone Lic. No.
ELECTRICAL CONTRACTOR Phone Lic. No.
PLUMBING CONTRACTOR Phone Lic. No.
ON-SITE-UTILITY CONTRACTOR..... Phone Lic. No.
GAS FITTER Phone Lic. No.
H.V.A.C.&R. CONTRACTOR Phone Lic. No.
ARCHITECT OR ENGINEER Phone Lic. No.

TYPE OF PROPOSED WORK **INTERIOR DEMOLITION:** ☐CATEGORY I ☐CATEGORY II ☐CATEGORY III
(CHECK ALL THAT APPLY**)** **ALTERATIONS:** ☐STRUCTURAL ALTERATIONS ☐NON-STRUCTURAL ALTERATIONS

☐ INTERIOR WORK _____ SQUARE FOOTAGE ☐ EXTERIOR WORK ☐ NEW CONSTRUCTION ☐ ADDITION ☐ SPRINKLER

DESCRIPTION OF WORK (Be specific when plans are not submitted): **PRINT ONLY**

BUILDING FULLY SPRINKLERED ☐YES ☐NO

EXISTING USE(S) NUMBER OF EXISTING DWELLING UNITS

PROPOSED USE(S) NUMBER OF PROPOSED DWELLING UNITS

Estimated total cost of work\$ Expiration Date: ☐ 3 Months ☐ 6 Months ☐ Other _____

DIMENSION	Front (Ft.)	Depth (Ft.)	Height (Ft.)	Stories	Area (Sq. Ft.)	Volume (Cu. Ft.)
Present Building						
Proposed Building						
Lot						

METERS:Electric ☐Existing New Relocate Enlarge Total.....
Gas ☐Existing New Relocate Enlarge

	DEPARTMENT	DATE	APPROVED BY	DISAPPROVED	AREA/PLANNER
	C.H.A.P.				
	DEPT. OF PLANNING				
	COMMERCIAL REVITALIZATION				
	BALTIMORE DEVELOPMENT CORP.				
	CONDEMNED PROPERTY				
	MINOR PRIVILEGE				

CATEGORY	FEE
PERIODIC INSPECTION	
MISCELLANEOUS	
CHAP	

New Building	
Addition	
Alteration	
Interior Demolition	
Misc. Const.	
Sediment and Erosion Control	
Cost of Exterior Const. Work Only \$	

New Service	Amps	
No. of circuits to be installed or altered		
Fixtures or Devices only		
Conduits and Duct Banks only		
Transformers only		
Temp wiring (actual useage) kw		
Low voltage wiring		
Telecommunication wiring		
Other		

[illegible]

CATEGORY		FEE
AIR CONDITIONING & REFRIGERATION		
No. Units	Type	
Refrigeration		
Total Rating	BTU	Tons
Alterations or Repairs		
Distribution System		
Exhaust System	CFM	

No. units to be installed or replaced	
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No. of Tanks	Gals. Ea.
No. of Dispensers	Intake Dia.

Sprinklers:	
No. New	
No. Replaced	
Standpipes: No.	
Chemical Systems	

No. to be installed	
No. to be altered	
Type	Use

No. fixtures to be installed/reconstructed	
No. electric water heaters	
Water service pipe	
Sanitary sewer service pipe	
Storm water service pipe	
Hydronic or steam piping	
Other	

TOTAL FEES	
5% TAX	
FILING FEE	
TOTAL \$	

Fee Checked By: _____ Date: _____

"I declare under penalties of perjury that this application, including any accompanying plans , specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application. I also declare that I am the owner or have specific approval of the owner to act as agent for this application."

ADDRESS: _____

Print Number and Name of Street	City	State	Zip Code	Phone
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E-MAIL ADDRESS:

ZONING

By _____ Date _____

REFERRALS APPROVED

By _____ Date _____

PRELIMINARY INSPECTION

By _____ Date _____

APPROVALS

STRUCTURAL (DESIGN)(FEE) CHECKED

By _____ Date _____

ELECTRICAL(DSIGN)(FEE) CHECKED

By _____ Date _____

MECHANICAL (DESIGN)(FEE) CHECKED

By _____ Date _____

APPROVED

Michael Braverman

Building Official

Permits and Codes Enforcement

Construction and Buildings Inspection

Per: _____

Date: _____



STEPHANIE RAWLINGS-BLAKE
MAYOR

APPLICATION FOR MINOR PRIVILEGE

DEPARTMENT OF GENERAL SERVICES

MINOR PRIVILEGE OFFICE

200 Holliday Street, Room 204

Baltimore, Maryland 21202

410-396-3346 • minorprivilege@baltimorecity.gov



STEVE SHARKEY
DIRECTOR

Date: _____

To the Board of Estimates:

Application is hereby made for a permit to:

Location	Property Owner
Address	Phone Number
Size	
Projection from Property Line	Width of Sidewalk
Purpose	

I hereby agree to the granting of this permit, under the provisions of the Baltimore City Charter, Article VIII, Section 9. I understand and agree that all charges arising by reason of the granting of this permit will constitute liens upon the above property. I further agree that if the above application is granted, the permit shall at all times be subject to revocation and change of rate by the Board of Estimates.

Witness	Owner
Address	Address

I hereby certify that copies of this application have been served upon the adjoining property owners:

Name	Address
Name	Address

Consideration of the granting of the permit applied for, the applicant hereby agrees to pay, indemnify, and save harmless the Mayor and City Council of Baltimore, its officers, agents, and employees, from any and all suits, actions, demands, damages, expenses, and costs of every kind and description for which said municipality, its officers, agents, or employees may be liable as a result of, or in connection with, the issuance of said permit or any work or operation done or performed in connection with the erection, construction, installation, existence, maintenance or removal of the subject matter of said permit.

It is further understood that the Board of Estimates reserves the right, in its discretion, to terminate the privilege at any time or to increase the charges for the privilege granted on thirty days' notice.

Witness	Owner
Address	Address

Any objection to the issuance of this permit must be filed in writing with the Board of Estimates within three (3) days from the date of delivery on "return receipt," which shows receipt of this application by certified mail.

First Year Charge	Annual Charge	Flat Charge
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Approved by the Board of Estimates upon payment of charge indicated above and subject to revocation at all times by the Board of Estimates. Adjustments and cancellations of minor privilege charges will be made only from the date of written request.

Approved	Permit Number	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
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APPLICATION PROCEDURES

The use of the public right-of-way for the placement of various encroachments falls within Article VIII of the Baltimore City Charter. Encroachments are private items placed in the public right-of-way such as awnings, lanterns, decorative items, and tables or chairs.

Before an encroachment can be placed in the public right of way the charter requirements must be followed. An application and evidence that the adjoining property owners have been notified must be filed by the property owner.

Encroachments require Minor Privilege Permits. In keeping with the minor privilege provisions of the charter, the following procedures have been established for applicants:

1. Make application for a Building Permit or a Use & Occupancy Permit for Outdoor Seating/Display of Merchandise, etc., if required (Benton Building 417 E. Fayette St. Room 100).
2. Make application for the Minor Privilege Permit.
3. Notify the adjoining property owners of your intent to apply for the minor privilege. Notification to the adjoining property owners shall consist of sending a copy of the completed application by "Certified Mail, Return Receipt Requested." The Minor Privilege Office will provide this information to you from the City's Real Property File.
4. Return the Application, including the green "Return Receipt" cards to the Minor Privilege Office, showing that notification was made. If the adjoining property owner fails to pick up the certified letter, bring it in to be included in the file, indicating your intent to notify.
5. The Minor Privilege Office may forward the application to various agencies for review.
6. After all reviews are completed, the Minor Privilege Office will forward the request to the Board of Estimates. When approved, the Minor Privilege Office will notify you that the permit is ready, assign a Minor Privilege Permit number, and collect the fee.
7. A Minor Privilege Permit is required **before** placing encroachments in the public right of way.