



FACADE GRANT PROGRAM

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

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



Before



After

Contact Frieda at Pigtown Main Street to get started today!

443-838-9194 Frieda @historicpigtown.org
763 Washington Boulevard Baltimore, MD 21230



ABOUT THE FACADE GRANT PROGRAM (FIG)

The Facade Grant Program offers up to \$10,000 of matching money to business and property owners located in a designated Baltimore Main Street 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) Pigtown Main Street will help you complete your project--so do not 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)
 - B. Obtain TWO estimates from contractors
 - Estimates should be on contractor's 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 Pigtown 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.
 - *Reimbursement may take 30-40 business days

Eligibility

1. Must be within the Pigtown 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)

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, form stone, 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

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



Sign and 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.

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 sill, 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





Façade Improvement Grant Program ("FIG") Application

Please check the eligible Façade Improvement Grant (FIG) program:

- City-Wide Grant:** The City-Wide FIG provides up to \$7,500 in dollar-for-dollar matching funds to any commercial property in Baltimore City.
- Main Streets Grant:** The Main Streets FIG provides up to \$10,000 in dollar-for-dollar matching funds to any commercial property in a designated Baltimore City Main Street.
- Industrial Grant:** The Industrial FIG provides up to \$15,000 in dollar-for-dollar matching funds to any industrially-zoned and operating businesses with a total square footage over 10,000 square feet.
- South Baltimore Gateway Industrial Grant:** The South Baltimore Gateway Industrial FIG provides up to \$25,000 to any industrially-zoned and operating business in the South Baltimore Casino Impact District. The Program provides an initial \$10,000 with no match required and an additional \$15,000 in dollar-for-dollar matching funds. This program is limited and available on a first-come, first-serve basis.

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) for each portion of the proposed work, showing details of project and renderings to show what is being proposed.

*****PLEASE COMPLETE INFORMATION BOX ON THE REAR OF THIS APPLICATION PRIOR TO SUBMISSION*****

***Information required for all 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.**

Industrial Façade Improvement Grant Information

Program Eligibility

- The FIG program is targeted to existing commercial or industrial properties and businesses 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.
- The FIG program cannot be used more than once in a one-year period for the same property. The one-year period begins at the close of the current FIG project.
- The FIG program cannot be used for new construction, acquisition, interior work, residential properties, rear facades, or on vacant 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 laws 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 a business 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 be completed within 90 days of award letter, 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.

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): _____

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



Bernard "Jack"
Young
MAYOR

APPLICATION FOR MINOR PRIVILEGE

DEPARTMENT OF TRANSPORTATION

MINOR PRIVILEGE SECTION

401 East Fayette Street, Lobby

Baltimore, Maryland 21202

410-396-3346 • minorprivilege@baltimorecity.gov



Date: _____

To the Board of Estimates:

Application is hereby made for a permit to:

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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. The following procedures have been established:

1. An application is submitted for a Building Permit or a Use & Occupancy Permit for Outdoor Seating/Display of Merchandise, etc., if required (HCD Permit Office - Benton Building 417 E. Fayette St. Room 100, Baltimore, MD 21202).
2. The applicant fills out the Minor Privilege Permit Application and reviews the process on the back of the application.
3. The applicant contacts the Minor Privilege Section about their intent and brings them a copy of the Minor Permit Application for review.
4. The Minor Privilege Section staff provides the adjoining property owner information to the applicant from the information in the City's Real Property Database. The staff member will also inform the applicant what will be required to obtain this permit (Site Plans, etc.).
5. The applicant notifies the adjoining property owners of their 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."
6. The applicant submits the Application to the Minor Privilege Section. The applicant should attach the following items with their Minor Privilege Application:
 - a. The green "Return Receipt" cards to the Minor Privilege Section, showing that notification was made. If the adjoining property owner fails to pick up the certified letter, the minor privilege applicant brings it to the Minor Privilege Section to be included in their file, indicating their good faith attempt to notify.
 - b. Ten (10) copies of a Site Plan.
 - c. A copy of the Use & Occupancy Permit Application – pending approval.
7. The Minor Privilege Section staff inputs the information into an Access file for Minor Privilege Applications.
8. The Minor Privilege Section staff forwards the application to various agencies for review. Below are the review times for each agency:

APPLICATION FOR MINOR PRIVILEGE (CONT'D)

- a. Department of Transportation (various sections) – 4-6 weeks
 - b. Police Department – 3 weeks
 - c. Health Department – 3 weeks
 - d. Fire Department – 3 weeks
9. After all reviews are completed and comments addressed, the Minor Privilege Section staff will type the letter to the Board of Estimates (BOE) and send it to the Right of Way Services Division Chief for review. Once approved by the Chief, the BOE letter is forwarded to the DOT Director for his signature.
10. The BOE letter is signed by the DOT Director and returned to the Minor Privilege Section. A staff member takes the BOE letter to the Comptroller's Office to be placed on the BOE agenda. This letter must be submitted to the Comptroller's Office at least one week before the BOE meeting.
11. When approved by the BOE, the Minor Privilege Section notifies the applicant that the permit is ready for pickup. There is no application fee for a Minor Privilege Permit, but there is a fee for the permit. The staff will assign a Minor Privilege Permit number and collect the fee based on the Minor Privilege Fee Schedule.
- a. The BOE approval does not negate any requirements for other permits or approvals such as from the Health Department Permits, Liquor Board, Commission for Historical and Architectural Preservation (CHAP), etc.
12. The applicant takes the Minor Privilege Permit to the cashier in the Abel Wolman Municipal Building lobby. They return to the Minor Privilege Section for a staff member to make a copy of their receipt for their files.
13. The Minor Privilege Section then signs off on the Building Permit with the Minor Privilege Permit number, and the applicant goes to the HCD Permit Office (Benton Building 417 E. Fayette St. Room 100, Baltimore, MD 21202).
14. A Minor Privilege Permit is required **before** placing encroachments in the public right-of-way.
15. A Minor Privilege Section Inspector is notified of the new permits and verifies compliance with the requirements set for in the permit.
- a. The permit holder is responsible for all damages and repairs to the public-right-of-way that directly relate to the use of the permitted space.