



# Gloucester Township

BLACKWOOD WEST  
REDEVELOPMENT AREA



## BLACKWOOD FAÇADE IMPROVEMENT PROGRAM

PROGRAM GUIDELINES  
PROGRAM APPLICATION

1261 CHEWS LANDING-CLEMENTON ROAD  
PO BOX 8 • BLACKWOOD, NEW JERSEY 08012  
856-228-1124 • WWW.GLOTWP.COM



## Blackwood Façade Improvement Grant Program Application Package

### Program Description, Requirements, and Guidelines

#### Intent

It is the intent of the Township of Gloucester to provide financial assistance to qualified owners of commercial properties located within the boundaries of the Neighborhood Preservation Program (NPP) target area for eligible building or site improvements that contribute to the physical, economic, social, and aesthetic enhancement of the Downtown Blackwood area. Through the Façade Improvement Grant Program, the Township seeks to help businesses improve the attractiveness of properties, and thereby work to achieve the Township's goal of eliminating conditions that have a negative impact on economic growth. The grant will pay for 50% of the total cost of an approved project up to a maximum grant of \$15,000. All improvements must be in compliance with any and all applicable codes, design standards, and all other restrictions of the Township of Gloucester. Every project must be approved by the Township Grants Office, and is subject to fund availability.

#### Eligibility

The Blackwood Façade Improvement Program matching grant funds are available to qualifying commercial property owners within the commercial area of the NPP Target (see attached map). Grants are intended for rehabilitation and restoration only, not new construction.

Applicants must complete all required application forms and submit the completed application package to the Township Grants Office in order to be considered for assistance.

Applications will be considered only if they meet all of the following eligibility criteria:

- The project must be located within the NPP commercial area's boundaries (map attached), and must facilitate the redevelopment activities as identified in the adopted Blackwood West Redevelopment Plan.
- Projects must be completed within 180 days of award, unless a written extension is requested of and granted by the Township.
- Property must be current with all tax bills and without Township liens at time of application, approval, and completion, and as a condition of final payment by the Township.
- All design, materials, and colors, as well as plant material shall be subject to the Blackwood West Redevelopment Plan guidelines and rules in effect at the time of application.
- Projects are subject to approval by the Township's Building Department and the Planning and Zoning Board as applicable, and recipient is responsible for acquiring all required permits and approvals necessary for the project.
- Labor expenses are eligible only when performed by a licensed contractor in good standing and registered with the State of New Jersey. All quotes/bills /invoices must reflect the contractor's license number. The applicant is responsible for ensuring that the applicants Prevailing Wage is paid to all workers on the improvement project.
- Grants shall not exceed Fifteen Thousand Dollars (\$15,000) or one-half of the improvement cost, whichever is less and shall require an affirmative vote of a majority of a quorum of the Township Council.

### **Application Period**

It is the intent of the Township to provide access to this incentive program during 2010. All applications must be complete and submitted within this period. If funding allocated for the fiscal year remains after the application period, the Township may reopen the application process and will post and publish the additional application period.

Complete applications will be processed by Township staff and presented at the next Township Council meeting for consideration. The staff shall evaluate the status of applications 6 months after the program has been publicly noticed and shall report to the Township Council regarding the funding level available.

### **Eligible Improvements**

- Façade structural and non-structural alteration and repair, work performed on exterior of a building including cleaning masonry, painting, window or door replacement, other repairs or rebuilding historic storefronts.

- New signage/detached monument signs or restoration of historic signage. This includes removal of old signs and the design, production and installation of new signs or installation of new signs.
- Compatible painting and exterior renovation.
- Awnings, canopies, and shutters. This includes removal of old and the design, production and installation of new awnings, canopies, or shutters.
- Doors and windows.
- Siding, masonry or stucco facing when it is compatible with the architecture of the building.
- Lighting which is used to enhance the building's appearance or safety.
- Site work beautification through landscape, non-maintenance paving improvements, and public art.
- Walls, Fencing and Landscape. Includes work to replace or add appropriate fencing or landscaping to hide incompatible or negative site elements such as storage yards, dumpsters, outdoor fabrication or work areas.
- Irrigation for newly installed landscape.
- ADA improvements.
- Sidewalk and right-of-way treatment or repair, installation of brick pavers.
- Pedestrian amenities such as benches, bike racks and trash containers.
- Surface Parking Lot improvements including repaving, striping, lighting and landscape.
- Architectural Fees.
- Permit Fees

#### **Program Requirements and Regulations**

- The Township approval and a Façade Improvement contract must be secured prior to commencement of work.
- Applicants must ensure that all required permits and approvals are obtained (Building, Zoning, Architectural, and all other applicable) for all improvements as a part of the Blackwood Façade Improvement Program. The applicant must certify by letter signed by owner that there are no Township liens on the property.

- Applicant must obtain and submit three bona fide bids from appropriately licensed bidders for the work to be completed under this program. If circumstances exist that three bids are not reasonably attainable the staff may recommend and the Township may waive this requirement.
- Any changes or alterations to the approved project plan must be approved by the applicable governmental and Township department such as Township Planning, Building, Engineering, or any other government entity which has jurisdiction over the project.
- A minimum of three (3) inspections by the Township are required. Those minimum Township inspections are (1) before starting work, (2) during work at approximately mid-point, and (3) final inspection. More inspections may be required by the Township. It is the sole responsibility of the applicant to schedule inspections with the Township. These inspections are in no way substitutes for required Township inspections and compliances. A photo essay will be compiled by the Township to document the project.
- The property owner must complete the façade improvement project within 6 months (180 days) of the grant award and notice to proceed. Failure to complete the façade improvements in a timely manner may result in the property owner losing the grant reimbursement opportunity. The Township may consider time extensions.

#### **Payment Regulations**

1. This program is designed as a final payment grant. All work must be completed by the applicant prior to the Township's funds being released. The Township will provide final payment to the grantee upon submittal of a completed Final Payment Request, final inspection by a Township representative, and approval by the Township.
2. The Payment Request shall be summarized in a report and accompanied by proper documentation. Proper documentation will consist of (1) project accounting including invoices, receipts or other acceptable evidence of payment due from suppliers and licensed contractor(s) that commit to a "release of lien" upon final payment signed by each. Proposals for "work to be completed" or "bids" are not considered proper documentation.
3. The Payment Request from the applicant shall be considered at the next available Township Council meeting. Request must be submitted a minimum of 21 days prior to the scheduled Township meeting, otherwise it will be considered at the following month's meeting of the Township Council.
4. Grantees may not submit façade work improvements for payment which have been used as payment requests in any other grant program offered by the Township, County or the State of New Jersey. The Façade Improvement Grant program will honor only new expenditures that have not been submitted under other grant programs. The Blackwood Façade Improvement Grant program may only be used one time for any one property; however, property owners may receive grants for multiple property locations. Applicants shall be limited to one grant per year.
5. Grantees shall grant the Township the right and use of photos and project application materials.

## **Process**

Qualified applicants must schedule an appointment with the Township Grant Coordinator or Township representative prior to preparing an application for submittal. The Grants Coordinator's office is located in room 205 at 1261 Chews Landing-Clementon Rd., Blackwood, NJ 08012. Appointments may be made by calling (856) 842-1307.

Within 15 business days of application submittal, the Grants Coordinator will review the application for completeness. A post-application submittal conference will be held with the applicant to discuss any deficiencies or issues with the applicant. At this time, the Grants Coordinator may request that the applicant provide additional information.

Within 30 business days of receiving the completed application, the Grants Coordinator or her designee will review the application and prepare a recommendation for the Township Council. The applicant will also be sent a copy of the recommendation.

The Township Council will consider the application for approval at their meeting. The applicant will be notified in writing of the Township Council's decision, including a Notice to Proceed or denial within 15 days of the Council's decision to give conditional approval contingent upon approval of all Township, County, or state permits required, or deny the application.

**APPLICATION MUST BE ACCOMPANIED BY THREE (3) BONA FIDE BIDS FROM APPROPRIATELY LICENSED BIDDERS FOR THE WORK TO BE COMPLETED UNDER THIS PROGRAM. THE LABOR RATE INCLUDED IN THE BIDS MUST BE BASED UPON APPLICABLE NEW JERSEY WAGE RATES.**

# Blackwood

## Façade Improvement Grant Application

*Prior to completion of this application, please contact the Township of Gloucester Grants Office to review this process at (856) 842-1307. If applicant is tenant, owner must also sign this application.*

Mail to:

Township of Gloucester Grants Office

P.O. Box 8

Blackwood, NJ 08012

Date \_\_\_\_\_

Name & Type of Business

Location of Business

(Street address, name of building if applicable)

Name/Address of Property Owner

Name of Tenant (if applicant is tenant)

Property Owner Phone

Tenant Phone (if applicant)

Applicant's Mailing Address

Email Address

Total Cost of Project \$ \_\_\_\_\_

Requested Grant Amount \$ \_\_\_\_\_

General description of proposed improvement:

- Façade*
- Siding*
- Walls/Fencing*
- ADA improvements*
- Pedestrian amenities*
- Architectural fees*
- Windows/Doors*
- Awnings/Canopies*
- Lighting*
- Painting*
- Signage*
- Detached monument signs*
- Sidewalks/Surface Parking*
- Landscape*
- Other*

Other details: Attach sheet if needed.

Signature of Property Owner \_\_\_\_\_

Date \_\_\_\_\_



**Proposed Scope of Work** Please provide a brief, general description of the work to be performed, materials to be used, color and material samples (if applicable).

**Exterior Walls** (Includes front facade, second façade (if applicable), structural, decorative and non-functional elements)

**Siding**

**Windows/Doors**

**Awnings/Canopies**

**Walls/Fencing**

**Lighting**

**Painting**

**ADA Improvements**

**Signage/Detached Monument signage**

**Sidewalk/Surface Parking Improvements**

**Pedestrian Amenities**

**Architectural Fees**

**Other Proposed Use**

**Attachments:**

The following attachments are required:

- Project schedule
- Schematic drawings illustrating proposed work, or pictures with project description outlines.
- Permitting Department Review.
- Three bids for work to be completed.

**Façade Improvement Summary** (please add costs and descriptions):

**Grant Funds Usage**

**Signage Cost:**

Removal      New      Altered/Repaired

**Awning Cost:**

**Painting Cost:**

Square feet: \_\_\_\_\_

**Cosmetic Alteration Cost:**

Describe: \_\_\_\_\_

**Other Cost:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Structural Alteration Cost:**

Describe: \_\_\_\_\_

**Total Project Cost:**

**Amount Requested:**

**(Not to Exceed 50% of Total Project Cost)\***

*\*Grantee is solely responsible for securing and paying for any permits I hereby submit this application for a Façade Improvement Grant. I understand that these must be approved by the Township of Gloucester and no work should begin until I have received written approval from the Township. I also understand that the grant funds will not be paid until the project is complete.*

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

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

(If owner is not applicant)

**Please submit this checklist as part of your application**

## Minor Improvements

### **SIGNS/DETACHED MONUMENT SIGN:**

- Provide a color rendering of the design chosen.
- Include specifications as to the size and width of the sign.
- Note how and where the sign will be hung on the building
- Submit at least two written estimates from sign companies.
- Make sure the design and size comply with Township codes.

### **AWNINGS: (provide color rendering)**

- Provide information about color and style of awning chosen. Remember, awning selection must take into account the architectural style of the building.
- Note where awning will be placed on building.
- Submit written estimate.

### **PAINT: (provide color rendering)**

- Provide samples of the colors chosen.
- Mark the location of body colors and accent colors.
- Submit written estimate from painter of your choice.

### **COSMETIC IMPROVEMENTS:**

- Provide pictures and/or samples of the accessories (such as lighting, planter boxes, etc.)
- Submit a written estimate from two licensed contractors.
- 

## Major Improvement

### **MAJOR FAÇADE ALTERATION:**

- Provide a rendering of major changes.
- Provide all applicable items from Minor Improvements list above.
- Provide building and construction details, diagrams, and signed and sealed engineering or architectural drawings, as appropriate.
- Submit a written estimate from three licensed contractors.

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (the Property Owner) agree(s) to indemnify and hold harmless Township of Gloucester, New Jersey and their officers, employees, agents or instrumentalities (the indemnified parties), from any and all claims, liabilities, demands, suits, causes of actions or proceedings of any kind or nature, losses or damages including attorneys’ fees and costs of defense, which the indemnified parties may incur arising out of the negligence, error, omission, intentional acts, or other cause arising out of or resulting from the Property Owner’s participation in the Blackwood Facade Improvement Grant Program. The obligation to indemnify and hold harmless specifically includes claims, liabilities, demands, suits, causes of actions or proceedings arising from the negligent acts or omissions of the indemnified parties. The Property Owner shall pay claims and losses in connection with the all of the foregoing and shall investigate and defend all claims, suits, or action of any kind or nature, including appellate proceedings in the name of the applicable indemnified party, and shall pay all costs and judgments and attorney’s fees which may issue thereon. The parties agree that this agreement, and its underlying obligations, will be construed under New Jersey law. The Property Owner further agrees not to contest jurisdiction nor venue in the courts situated in Camden County, New Jersey. In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Property Owner is solely responsible for providing contractors, and assuring that contractors are fully insured and licensed and have obtained all necessary permits in accordance with Gloucester Township regulations.

Property Owner agrees that this indemnity and hold harmless agreement is intended to be as broad and inclusive as permitted by the laws of the State of New Jersey and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. Property Owner further states that he/she has carefully read the above indemnity and hold harmless agreement and he/she knows its contents and signs this agreement as his/her own free act. Property Owner’s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event. The undersigned hereby represents and warrants that he/she has full and legal authorization to enter into this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Property Owner Signature \_\_\_\_\_

*(Please Print)* \_\_\_\_\_

Witness \_\_\_\_\_

*(Please Print)* \_\_\_\_\_

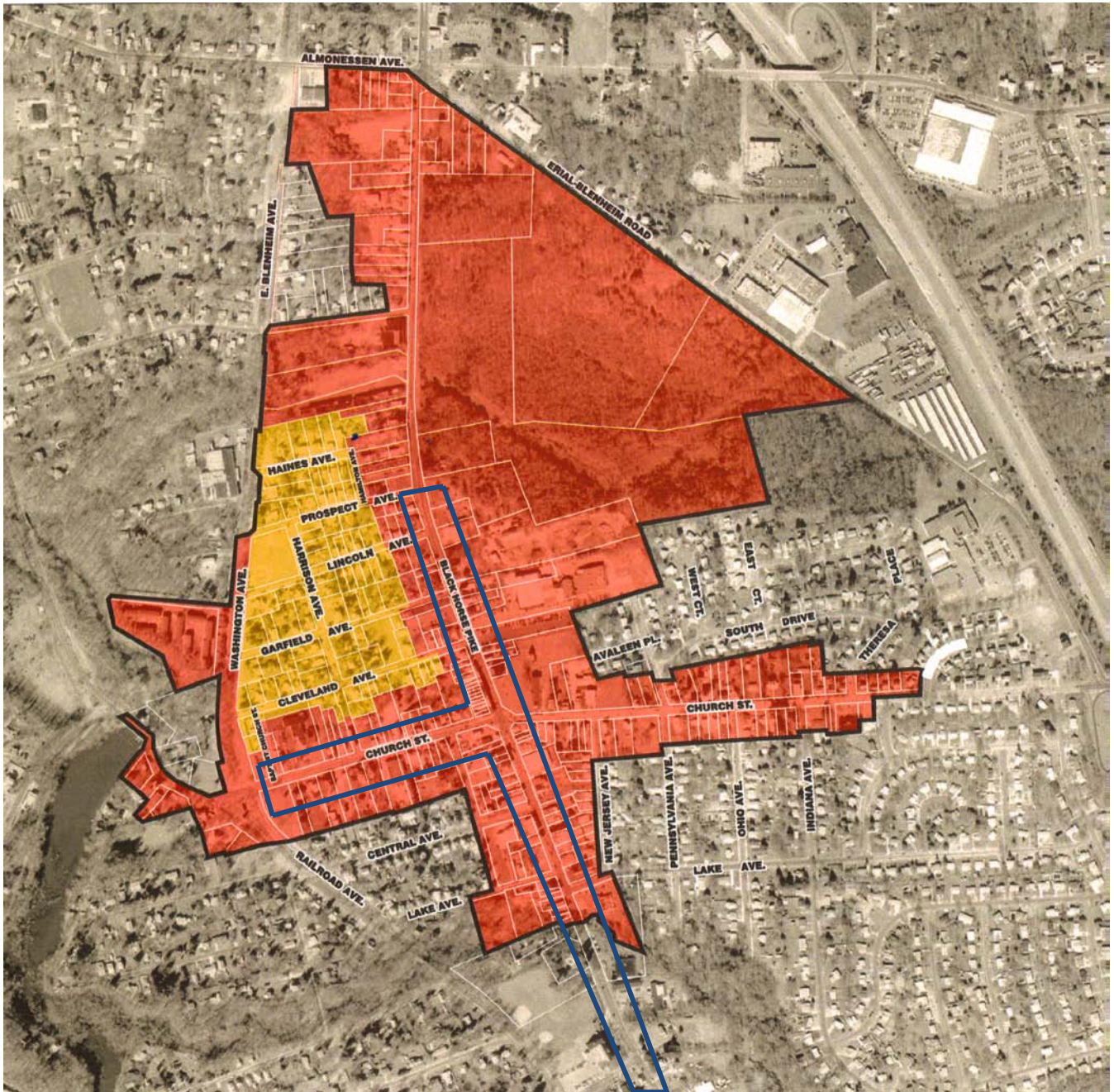
Tenant Signature (if applicable) \_\_\_\_\_

*(Please Print)* \_\_\_\_\_

Witness \_\_\_\_\_

*(Please Print)* \_\_\_\_\_

**Blackwood Façade Improvement Program Boundary Map**



Legend

- Redevelopment plan area
- Area in need of Redevelopment
- Area in need of Rehabilitation
- Façade Improvement Target Area