

Baltimore Development Corporation~Commercial Revitalization

36 S. Charles St. Suite 1600

Baltimore, MD 21201

(410) 837-9305

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: _____

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? _____

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 drawings to show what is 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): _____

If you are located in a Baltimore Main Streets district, you will also need to submit this application to the local Design Review Committee. Main Streets districts are designated (*) on the back of this page.

***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.
- The FIG program is generally targeted to the following areas:

*Belair-Edison	Greektown	Old Town
Brooklyn-Curtis Bay	*Hampden	Parklane
Dolfield	Hamilton	*Pennsylvania Avenue
*East Monument Street	Harwood	*Pigtown
Edmondson Avenue	Howard Park	Pimlico
*Federal Hill	Irvington	South Broadway
*Fells Point	Lauraville	*Waverly
Fort McHenry	Little Italy	1000-1600 W. Baltimore Street
Gardenville	Market Center	W. North and Hilton
*Govans	Mt. Washington	1700-2400 W. Pratt Street

- 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 or rear facades.
- 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 and 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, 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.

Change orders: The committee must approve all change orders in writing. Approval of change orders does not alter the original amount of the grant.

Maintenance of improvements: As part of the grant closing, the applicant shall agree in writing to maintain all improvements made per the approved plans in their finished state for a period of five years following completion of the project.

The FIG grant will be provided as a "dollar for dollar" match. 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.

*In Main Streets and Main Street affiliate areas, you may be eligible for free architectural assistance.

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**

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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				

PERMIT CHARGES: Applicant must complete information in category columns only.

CATEGORY	FEE
PERIODIC INSPECTION	
MISCELLANEOUS	
CHAP	

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

ELECTRICAL	
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	

FUEL BURNING EQUIPMENT & APPLIANCES			
No. Unit	Fuel	Type	BTU Input

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

HYDRONIC & STEAM HEAT SYSTEMS	
No. units to be installed or replaced	

TANKS & DISPENSERS		
No. of Tanks	Gals. Ea.	
No. of Dispensers	Intake Dia.	

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

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

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

TOTAL FEES	
5% TAX	
FILING FEE	
TOTAL \$	

Fee Checked By: _____ Date: _____

The owner of the above described property hereby approved this application and agrees to comply with all ordinances of the Mayor and City Council of Baltimore and to do no work not specifically covered by this application.

"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."

SIGNED: _____ DATE _____
Signature of Owner or Authorized Agent Print Name

ADDRESS: _____
Print Number and Name of Street City State Zip Code Phone

E-MAIL ADDRESS: _____

ZONING _____

By _____ Date _____

REFERRALS APPROVED

By _____ Date _____

PRELIMINARY INSPECTION

By _____ Date _____

APPROVALS

STRUCTURAL (DESIGN)(FEE) CHECKED

By _____ Date _____

ELECTRICAL(DESIGN)(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: _____



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



STEPHANIE RAWLINGS-BLAKE
MAYOR

STEVE SHARKEY
DIRECTOR

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. 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.