



## CITY OF CHARLES TOWN

Department Community Development  
Division of Planning & Zoning

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414  
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**To:** Applicants of the Façade Improvement Program  
**From:** Seth A. Rivard, Director of Community Development  
**Date:** October 15, 2018  
**Subject:** Façade Improvement Program Submission Requirements

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### Policy for Façade Improvement Program for paint and materials:

1. Appropriate paint colors for Charles Town are color tones that would have been traditionally and predominately found in the mid-Atlantic region. Colors on a structure must be appropriate to the period from which the structure was constructed. (this applies to FIP and would be a general statement of recommendation that identify the types of the colors the Design Review Standards states “must” be used).
2. Color tones chosen should complement the details of the building and the composition of the color should not obscure or hide the details.
3. For depiction purposes, six (6) samples of the paint swatches will be required to be submitted. This will allow one sample of chosen paint colors per HLC member and one for the file. Renderings are allowed, but are not a substitution of the paint swatches.
4. In the event the applicant changes material or paint colors once an application is submitted, the applicant shall provide updated material to the Department of Community Development.

### Policy for Two Bids:

1. **Two Bids** will be required for any application submission.
2. If the work is to be completed by the property owner, verification of expenses by a bid or a site such as homewyse.com will be required.

### Policy on Composite Material:

1. The HLC, at its discretion, may consider composite material. The HLC will closely examine how the composite material will look in relationship to the original material. This could include, but is not limited to, shape, size, profile and texture. At least one sample of the proposed material will be required at time of application submission.

### Policy for Façade Improvement Program Expiration Date:

1. After an award of a Façade Improvement Program Grant, the awardee will have one year from the time of the award to complete the improvements.

### Yard Sign

1. "This project was funded in part through the City of Charles Town's Façade Improvement Program." This sign shall be posted for a minimum of 3 weeks and should be up while the project activity is underway.



# CITY OF CHARLES TOWN

## FAÇADE IMPROVEMENT PROGRAM

### Investing in the Future of Charles Town

Charles Town's Façade Improvement Program was designed as an effort to improve and enhance the overall look and experience of downtown Charles Town. The program is intended to assist property owners and/or tenants within the Charles Town Historic Overlay District (HOD) in beautifying and rehabilitating property fronts for the purposes of attracting both customers and prospective business owners and serving as a tool for revitalization of the downtown area.

Property owners or tenants who choose to participate in this program are eligible to receive financial assistance, in the form of a **50/50 funds match, up to \$5,000.00**, for eligible projects and revitalization efforts in the Historic Overlay District of Charles Town. The program is managed by the City of Charles Town's Historic Landmarks Commission. Design and program components may be amended periodically to accommodate new or modified City policies and procedures.

#### PROGRAM ELIGIBILITY

Property owners who own properties within the boundaries of the Historic Overlay District, or their tenants, are eligible to apply for the program.

#### ELIGIBLE PROJECTS

All projects accepted for the program must reflect "true to age" improvements. All improvements must be consistent with Design Review Standards established by the Charles Town Historic Landmarks Commission (CTHLC) as well as the Codified Ordinances of the City of Charles Town. Only exterior, street-facing improvements are eligible to receive match funding. Eligible improvements include, but are not limited to:

- Awnings appropriate for the façade improvement and architecture;
- Exterior painting consistent with other downtown buildings and accepted as recognized historical coloring;
- Non-illuminating signs that are compatible with other buildings on the block and that conform to Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Exterior masonry repair;
- Repair to exterior facades that face the street or corners in which one side faces the street;
- Sign removal, replacement, or repair that follows Historic Landmarks Commission Standards and the Codified Ordinances of the City of Charles Town;
- Repair or replacement to cornices, windows, decorative detail, doors, awnings, or window display lighting;
- Exterior lighting structures and hardware on the street-facing side of the building;
- Structural landscaping features;



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- Addition or modification to entryways that allow for greater access for people with disabilities;
- Reconstruction of features that were part of the original structure and can be documented;
- Removal of historically inappropriate elements or features.

### INELIGIBLE PROJECTS

New construction projects, government properties, and national franchise properties are not eligible to participate in the Façade Improvement Program. Ineligible improvements include:

- Interior improvements;
- Roofing;
- Paving;
- Structural improvements;
- Security measures;
- Loading docks;
- Parking entrances;
- Removal of structurally important features.

### APPLICATION PROCESS

Each applicant will be eligible to apply for up to \$5,000.00 each fiscal year. In order to be considered for a Façade Improvement Program 50/50 matching grant, the property owner and tenant shall complete the following tasks:

1. Review the Design Review Standards, including eligible and ineligible projects.
2. Complete and submit the Certificate of Appropriateness Application and Façade Improvement Program Application.
3. Submit before and after sketches, photographs, or other illustrations and a written, detailed description of the project to be considered for the matching grant.
4. Complete the property owner's or tenant's 50% matching portion of the estimated project cost and submit proposed/estimated cost. Bids must be provided if the work is being done by a contractor.

If the application and request is approved, the following will be required:

5. Apply for and obtain all necessary permits.
6. Submit receipts/invoices to the City once the project is complete.

### CONDITIONS OF APPROVAL

Proposals, estimates, sketches/photographs, and project descriptions will be reviewed by the CTHLC and a determination will be made as to acceptance into the program. In addition to previously listed requirements, all properties must be paid to date on all municipal taxes. Each property will be eligible for one grant per twelve (12) month period. Grants may be limited based on availability.



# CITY OF CHARLES TOWN

## FAÇADE IMPROVEMENT PROGRAM

### APPROVAL PROCEDURES

Upon receipt of application and required materials for consideration, each application will be reviewed and the property will be deemed eligible or ineligible for grant funding by staff. If deemed eligible, The HLC will make a decision based on compliance of the project with the Charles Town Historic Landmarks Commission Design Review Standards, the Codified Ordinances of the City of Charles Town, and character of the project as compared with existing properties in the surrounding area. **Since the awarding of the grant funding will also act as approval of the Certificate of Appropriateness (COA), both the COA application and Façade Improvement Program Application will need to be submitted together for review and consideration.**

If approved for grant funding, the City will contact the applicant, a Grant Approval Agreement will be signed by the property owner, and the applicant may begin his/her matching portion of the project. If the application is denied, the applicant will receive notification and an explanation of the denial. The City may also provide recommendations for modifications that could be made in order for the project to receive consideration for approval at a later date.

### PROJECT MANAGEMENT

All property owners or tenants accepted into the Façade Improvement Program will be fully responsible for managing construction of projects, including, but not limited to, obtaining bids, selecting contractors, obtaining approvals, permits, and insurance, overseeing construction work, and paying all invoices for work, materials, and supplies.

The City of Charles Town encourages employment and business opportunities for local residents and businesses. Participants shall seek to solicit bids and proposals, materials, and labor from qualified local residents and businesses whenever possible.

Property owners or tenants may not discriminate on the basis of race, gender, religion, national origin, ethnicity, ancestry, origin, sexual orientation, marital status, creed, age, or disability in the solicitation of contractors, subcontractors, workers, and suppliers.

The City makes no guarantees on quality and soundness of construction or other repairs, additions, or removals. Any contractor or subcontractor working on the project must be licensed and insured. In addition, any contractor or subcontractor must have a valid business license issued by the City of Charles Town. The property owner or tenant is responsible for ensuring that all contractors and subcontractors meet these requirements.

### PAYMENT OF MATCHING FUNDS

Construction may begin only after the application has been approved by the Historic Landmarks Commission, an agreement has been signed, all required permits have been obtained, and formal approval to begin the project has been given to the applicant in writing. **Any work completed prior to formal written approval will not be eligible for funding.**



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## FAÇADE IMPROVEMENT PROGRAM

**Grants will be issued after the property owner's portion of the project has been completed and the City has received receipts detailing the completed work.** Upon completion, City staff must be contacted for a site inspection. If the project meets all standards, the City shall provide funding for no more than 50% of the total cost of the project, not to exceed \$5,000.00.

Upon completion of the project, the Applicant will provide accounting of all project costs and a copy of all paid invoices. Projects must be completed within twelve (12) months after formal approval has been granted.

### APPLYING AS A TENANT

Tenants applying for the Façade Improvement Program shall have the property owner's permission to make any improvements detailed in the COA. The property owner of record signature shall be required on all applications and no application will be accepted if the property owner signature is not present.

### ADDITIONAL INFORMATION

The City recommends that any property owner or tenants interested in applying for acceptance into the Façade Improvement Program contact City staff prior to submitting an application. Questions about the program may be directed to the City Planner. Applications may be obtained at City Hall and at [www.charlestownwv.us](http://www.charlestownwv.us).



Estimated Total Project Budget: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

The following items are included with this application:

- ☐ Before/after sketches or photographs or illustrations
- ☐ Detailed proposal and/or contractor estimates

I have reviewed the following documents, as they pertain to my application:

- ☐ Codified Ordinances of the City of Charles Town
- ☐ Charles Town Historic Landmarks Commission Design Review Standards
- ☐ Façade Improvement Program Manual

If the application and request is approved, the following will be required:

- Apply for and obtain all necessary permits.
- Submit receipts/invoices to the City once the project is complete.
- City inspection of improvements to ensure compliance with the COA and intended outcomes based on the funding application submittal.

*I agree that the information provided above and within is accurate and correct to the best of my knowledge. I also assure that the property listed is in compliance with all laws, ordinances, rules, and regulations of the State of West Virginia and the City of Charles Town.*

Property Owner's Printed Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_

*(If tenant is undertaking the proposed work)*



COA Application No. \_\_\_\_\_



## CERTIFICATE OF APPROPRIATENESS APPLICATION

ZONING ORDINANCE SECTION 1322.13, HISTORIC OVERLAY DISTRICT  
AND  
ARTICLE 141 OF THE CHARLES TOWN CODIFIED ORDINANCE  
AND  
DESIGN REVIEW STANDARDS

**All proposed activity must be approved by the Historic Landmarks Commission (HLC) via issuance of a Certificate of Appropriateness (COA).**

**Many of the activities for which a COA is required also requires building permit, which is a separate process from obtaining a COA.**

**If applying for the Façade Improvement Program, the "Addendum – Façade Improvement Program" will be required in addition to this application.**

1. APPLICANT'S NAME \_\_\_\_\_

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

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_Lessee \_\_\_\_Contractor \_\_\_\_Architect \_\_\_\_Consultant \_\_\_\_Other:  
(explain) \_\_\_\_\_

2. CURRENT PROPERTY OWNER'S NAME \_\_\_\_\_

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

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

3. PHYSICAL ADDRESS: \_\_\_\_\_

Tax Map # and Parcel(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

#### 4. DESCRIPTION OF FORMER USE(S) OF THE PROPERTY

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## 5. DESCRIBE THE CURRENT OR PROPOSED USE OF THE SUBJECT PROPERTY

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6. TYPE OF WORK:

A.            Exterior alteration or repairs.

B. \_\_\_\_\_ New Construction:

1)\_\_\_\_\_Primary Structure;      2)\_\_\_\_Garage;

3)\_\_\_\_\_New Addition;          4)\_\_\_\_\_Other;

C. \_\_\_\_\_ Demolition:            1)\_\_\_\_\_ Whole Structure;            2)\_\_\_\_\_ Part of Structure;

#### D. Relocation of Structure

## 7. EXTERIOR ALTERATION OR REPAIR

A. Check all that apply for which approval of the proposed activity is requested.

<input type="checkbox"/> Architectural feature (decorative ornamentation)	<input type="checkbox"/> Metal trim	<input type="checkbox"/> Iron fences
<input type="checkbox"/> Material changes (wood, brick, metal, etc.)	<input type="checkbox"/> Windows - replacement, removal, elimination or new opening	<input type="checkbox"/> New construction
<input type="checkbox"/> Roof – Change in shape/profile	<input type="checkbox"/> Shutters	<input type="checkbox"/> Additions or alterations
<input type="checkbox"/> Skylights or dormers	<input type="checkbox"/> Door and transoms	<input type="checkbox"/> Signs
<input type="checkbox"/> Masonry - cleaning, tuckpointing, removal of masonry or other changes to the masonry	<input type="checkbox"/> Cut stone steps	<input type="checkbox"/> Solar panels
<input type="checkbox"/> Removal of historic markings and paintings	<input type="checkbox"/> Security Features	<input type="checkbox"/> Mothballing
<input type="checkbox"/> Wood cornices and concealed box gutters	<input type="checkbox"/> Porch or deck	<input type="checkbox"/> Demolition
<input type="checkbox"/> Wood trim	<input type="checkbox"/> Awnings and canopies	

B. List and describe in detail all work to be done for each item checked. Include the following materials when appropriate:

- 1) Sketches, photographs, specifications, manufacturer's illustrations or other description of proposed changes to the building's exterior. Detailed drawings are required for major changes in architectural features.
- 2) If material changes are proposed, please provide a description of them. The architect's specifications or brochures may suffice; however, the Commission may request samples of new materials.

C. SIGNS:

- 1) See page 6 of this application for more information.
- 2) Signage activities are regulated under Article 1324 (Signs) and Section 1322.13 (Historic Overlay District) of the City of Charles Town's Zoning Ordinance and by extension the Design Review Standards. **All permitted sign sizes, location of placement and additional sign standards are regulated by Article 1324 and shall meet those standards.** The HLC role is to review the sign for appropriateness within the Historic Overlay District.

D. NEW CONSTRUCTION: Describe the nature of the proposed project. Include the following materials when appropriate:

- 1) Site plan with measured distances.
- 2) Elevation drawings of each façade and specifications which clearly show the exterior appearance of the project.
- 3) Samples or other description of materials to be used.
- 4) Drawings or other description of site improvements such as fences, sidewalks, lighting, pavement, decks, etc.

E. DEMOLITION OF STRUCTURE

- 1) Describe the structure's condition and reason for demolition.
- 2) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 3) Describe the proposed reuse of the site, including drawings of any proposed new structure or landscaping.

F. RELOCATION OF STRUCTURE

- 1) Explain what will be moved, why, and proposed changes.
- 2) If a building will be moved into a district from outside, include photographs.
- 3) Include a site plan of the proposed location in the district and describe any site features which will be altered or may be disturbed, including foundations, walls, vegetation, etc.

G. MOTHBALLING OF STRUCTURE

- 1) Describe how the structure will be secured from unwanted entry.
- 2) Describe measures to be taken to keep the weather and pest out.
- 3) If the property owner will not be in the state of West Virginia, designate a local contact.
- 4) If any door(s) or window(s) are to be boarded up, they must be painted to look like a door or window or decals that look like door and window must be adhered to the boards on the window or door.
- 5) Additional criteria is found in the Design Review Standards, including the need to prove economic hardship.
- 6) Describe how the property will be maintained so as to not become a code violation, such yard maintenance.

DESCRIPTION OF THE PROPOSED ACTIVITY:

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## CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324, Section 1322.12, of the Zoning Ordinance and relevant provisions of the Charles Town Design Review Standards pertaining to this application.

Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Property Owner

\_\_\_\_\_ Date \_\_\_\_\_

Please submit an original completed petition to the following:

Zoning Administrator  
City of Charles Town  
101 E. Washington Street  
Charles Town, WV 25414

## Signs – Additional Information

ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation):

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SIGN CONTRACTOR:

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Contractor License #: WV & City of Charles Town:

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TYPE OF SIGN

Type of Sign	Check One	Type of Sign	Check One
Free Standing		Suspended	
Building Mounted		Awning	
Window Lettering		Other (List)	

Where on the property or building will the sign(s) be located?

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SIGN MATERIAL:

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SIGN DIMENSIONS:

Height	Width	Depth

WILL SIGN(S) BE LIGHTED? If yes, list the type of lighting to be used:

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PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage) Insurance Company:

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PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S)

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***FOR CITY USE ONLY***

Application Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Paid: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Zoning Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Landmarks Commission Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

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## CITY OF CHARLES TOWN

### FAÇADE IMPROVEMENT PROGRAM

### Grant Approval Agreement

1. I understand that grant monies shall not be distributed until all proposed work is completed and inspected.
2. I understand that I have to provide receipts related to the project. If a contractor was used, a written invoice must be provided to the City before funds will be granted. For projects that involve a contractor, receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks). If a contractor was not used, receipts must be provided to the City Staff before a reimbursement will be issued. Only materials may be reimbursed for projects that do not use a contractor. Receipts and invoices must be accompanied by proof of payment (i.e. cancelled checks).
3. I understand that an inspection of the project must be performed by City staff upon completion of the project.
4. I agree to follow the plan submitted with the application and I understand that failure to do so may disqualify the project for grant funding.
5. I agree to all of the attached "Conditions of Approval", if any, as developed by the Historic Landmarks Commission.
6. I agree to complete all improvements within one year of approval from the Historic Landmarks Commission. Any time extension must be filed and approved by the Historic Landmarks Commission.

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_