



# TOWN OF LYMAN FAÇADE IMPROVEMENT PROGRAM

The Facade Improvement Program is available to owners and tenants of buildings used for commercial purposes along the #'s 1 – 65 of Groce Road, heretofore known as the Downtown Area. Properties are eligible to receive up to a \$2,500.00 grant. This is a reimbursement grant and shall be administered on a first come first serve basis, until available funding for the program is expended. Please refer to program guidelines for eligibility requirements.

To apply for a grant, please complete all three sections of this application.

## **GRANT APPLICATION (SECTION 1):**

### **1. APPLICATION INFORMATION**

Applicant Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Business Owner: Yes\_\_\_ No\_\_\_  
Building Owner: Yes\_\_\_ No\_\_\_  
Owner Type (Check One):  Individual  Proprietorship  Partnership  Corporation  LLC

### **2. BUSINESS INFORMATION**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Mailing Address (If different from above): \_\_\_\_\_  
Tax ID Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_  
Insurance Agent Name & Contact Information: \_\_\_\_\_  
\_\_\_\_\_

### **3. PROJECT INFORMATION**

Proposed Project (check all that apply):

<input type="checkbox"/> Exterior Signs	<input type="checkbox"/> Full-scale landscaping plan
<input type="checkbox"/> Awnings, canopies, sunshades, etc.	<input type="checkbox"/> Outdoor Lighting
<input type="checkbox"/> Painting or exterior surface treatment	<input type="checkbox"/> Fencing
<input type="checkbox"/> Iron Bar Removal/disposal	<input type="checkbox"/> Entrance improvements(building/parking lot)
<input type="checkbox"/> Windows and doors (removal/replacement)	<input type="checkbox"/> Masonry/Carpentry Repairs

Brief Project Description (discuss materials, colors proposed, etc.)

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**4. LANDLORD INFORMATION (If applicant is tenant)**

Full Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**LANDLORD ACKNOWLEDGEMENT**

I am the landlord of the building address noted in this project application and my address and phone number is noted correctly in this document. I have been informed of the Applicant’s intention to perform the improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

\_\_\_\_\_  
Landlord Signature Date

**APPLICANT CERTIFICATION (SECTION 2)**

The undersigned agrees that by signing and submitting this application that he, she or they will be bound by the terms and conditions contained in the Town of Lyman Facade Improvement Program guidelines available on the Town’s Website at [lymansc.gov](http://lymansc.gov).

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

\_\_\_\_\_  
Name of corporation (if applicable)

**APPLICATION SUBMISSION CHECKLIST (SECTION 3)**

With this grant application, I have attached the following:

- Verification of property ownership: copy of title or deed of trust (if owner)
- Copy of building lease (if tenant)
- The organization’s operating agreement or letter signed by all board members authorizing applicant to sign legal documents on behalf of the organization (if business is owned by an LLC/corporation)
- Copy of a valid Town of Lyman Business License
- Project Plans, specifications or other appropriate design information
- Project scope of work, completion timeline and total estimate of project budget
- Three third party written quotes for work to be completed with the reimbursable grant funds
- Description of the source of private funding

*(if applicable. Note: if source is other than applicant’s readily available funds, provide a letter of commitment or similar indicating availability of committed funds)*

Additionally:

- I have emailed 2 electronic color photos of the existing building, including abutting buildings (front and side elevations) to [zoning@lymansc.gov](mailto:zoning@lymansc.gov)

**Grant applications and attachments can be submitted via email, mail or in person to the Zoning Administrator at [zoning@lymansc.gov](mailto:zoning@lymansc.gov)**