



DOWNTOWN JOHNSON CITY FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM OVERVIEW

The objective of the Downtown Johnson City Façade Improvement Grant Program is to provide incentives to improve the facades of buildings within the Redevelopment District of Downtown Johnson City, with a priority within the Historic Overlay District. By improving the appearance of building Façades, the program serves to increase the economic viability of this area, improved aesthetics, increase property values, enhance the marketability of space within the buildings, eliminate blight, and draw businesses and residents to the area.

The Downtown Johnson City Façade Grant Improvement Program is administered by the Johnson City Development Authority and is supported through the Tax Increment Financing (TIF) Program.

ELIGIBLE PROPERTIES

Conforming commercial and mixed-use properties located in the Historic Overlay District are eligible for the Façade improvement program. Other conforming commercial and mixed-use properties within the Redevelopment District may also be considered if the property owner is willing to follow the Downtown Design Guidelines. The boundaries for the two districts are illustrated below. Non-conforming structures and buildings with non-conforming uses are not eligible for the grant program.

Eligible Properties Map can be found on the final page of this guide.

ELIGIBILITY

In order to be eligible for a facade grant, applicants must receive a Certificate of Appropriateness from the City's Historic Zoning Commission or receive preapproval from the City's Planning Division staff. In addition to design criteria, the Planning Division will determine if the use of the building conforms to the use requirements for the zoning district in which the property is located. Furthermore, the applicant must submit their proposed renovations to the JCDA and receive approval prior to commencing the renovations.

The level of funding for each grant will be based upon the availability of funds and the impact of the project upon the Redevelopment District. Eligible properties will be considered for reimbursement at 50% of the costs of renovations associated with eligible facade improvements to the primary facade of the building and 25% of the costs of renovations on side of the buildings that are street facing.

Re-imbursement will be capped at \$10,000 per application for eligible facade improvements to single-faced buildings. For buildings with multiple street facing facades, up to an additional \$5,000 may be awarded. Larger grants may be awarded for projects that show substantial economic impact, including job creation and sales tax generation in the downtown area. Grants will be evaluated and awarded on a case-by-case basis and may be denied for any reason.

Additional eligibility requirements:

- Applicants must be current on all taxes, mortgages, and insurance for the proposed project site.
- Property owners who are licensed general contractors must provide a second quote from a licensed contractor in order to be eligible.
- Projects that have been approved but have failed to commence within six (6) months of the approval date must reapply.

Examples of Eligible activities:

- Masonry repairs and repointing bricks;
- Repair/replace/preserve historically significant architectural details;
- Storefront reconstruction;
- Cornice repair;
- Exterior painting and stucco;
- Awnings and canopies;
- Window and door repair or replacement;
- Permanent exterior lighting;
- Repair/replacement of gutters and down spouts;
- Permanent exterior signage integrated into the design;
- Visible roof repairs in conjunction with structural improvements;
- Decking and stairs; and

Examples of ineligible activities:

- Improvements made prior to the grant approval;
- Landscaping;
- Non-visible roofing;
- Parking lots;
- Billboards;
- Interior renovation;
- Temporary, portable or non-permanent improvements;
- New construction;
- Property acquisition;
- Expansion of building area;
- Conversion of use;
- Working capital;
- Labor completed by property/business owner unless supported by a second quote;
- Refinance of existing debt;
- Payment of delinquent taxes; and
- Design and architectural fees..

DESIGN GUIDELINES

Johnson City's Downtown Historic District Design Guidelines were created to assure that the appropriateness of any proposed work is compatible with the affected building's original appearance and with other area buildings within the Downtown Historic District. Those design guidelines can be accessed here:

https://cms7files.revize.com/johnsoncity/Documents/Departments/Planning%20And%20Development%20Services/Planning/Historic/downtown_design_guidelines.pdf

All Façade grant applicants **must follow** the Downtown Design Guidelines and receive a Certificate of Appropriateness, unless otherwise approved by the Development Services Department of the City of Johnson City.

PROGRAM GUIDELINES AND TIMELINE

- A. Applicants will submit the following to the Johnson City Development Authority for approval prior to purchase of materials or commencement of work:
 1. Completed application form;
 2. Proof of property ownership;
 3. Detailed cost estimates with two bids for proposed improvements. All work must be completed by licensed contractors, legally operating in the City of Johnson City.
 4. Photographs of existing structure identifying areas to be renovated;
 5. If non-structural changes are proposed, a sketch or drawing to explain the changes;
 6. If structural changes of the building are proposed, stamped architectural or engineering plans must be submitted;
 7. Specifications of material used;
 8. Proof that all taxes, insurance, and mortgage payments are current;
 9. Certificate of Appropriateness / Approval from Development Services
- B. The Downtown Johnson City Façade Improvement Grant Program will operate on a quarterly grant cycle. Applications will be accepted on a rolling basis dependent on fund availability.

All proposed work must be able to be completed within 6 months of grant award, unless JCDA approves a longer timeline.

- C. The JCDA may approve or deny the application based on adopted criteria and priorities:
 - Monetary investment by the building/business owner
 - Potential economic impact regarding increase in employment, increase in sales tax and/or increase in property value
 - Architectural significance of improved Façade
 - Evaluation of proposed Façade plans

In the case of the necessity of emergency repairs, the JCDA Board may waive certain provisions of the established criteria or process based on a recommendation of the JCDA Executive Committee and documentation of the necessity of emergency repairs undertaken by the applicant.

- D. **All work must meet city building codes and historic zoning requirements.** Information on the HZC can be found here:
https://www.johnsoncitytn.org/services/planning_and_development_services/planning_zoning/index.php
Applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of work from the approved application must be resubmitted to the JCDA for approval prior to any work commencing or it will not be reimbursed. Change orders will be initiated through the JCDA. Bid additions and/or deletions must be approved prior to initiating any work changes.
- E. **Project Sign**
Recipients of grant monies from the Downtown Johnson City Façade Improvement Grant Program shall agree to display, during the rehabilitation process, a sign identifying the project as a recipient of financial assistance from the JCDA. The JCDA will furnish the sign at its expense.
- F. **When the work is completed:**
- Provide to the JCDA photographs of all completed work;
 - Submit to the JCDA all receipts and/or canceled checks as proof that materials and contracted improvements have been paid for. This shall include an affidavit certifying that all of the suppliers and contractors have been paid and that there are no liens on the project. All paid receipts must include name, address, phone number, and license number of the contractor. The JCDA reserves the right to verify all costs associated with renovation work for which reimbursement is requested; and
 - Request an inspection by the City of Johnson City Development Services Department and JCDA staff to ensure that all work conforms to the work proposed and is completed as approved. If required by the City, a copy of the Certificate of Occupancy must be provided as well.

PAYMENT PROCEDURES:

Reimbursements - all assistance is on a reimbursement basis following completion of the project. Projects must be completed within six months of the start of construction, unless JCDA approves a longer timeline. All work must be performed in a professional and workman-like manner. The JCDA reserves the right to withhold reimbursement payment should the final inspection by the City of Johnson City Development Services Department reveal that the work performed was not completed in a professional and workman-like manner and/or has not successfully passed all applicable inspections.

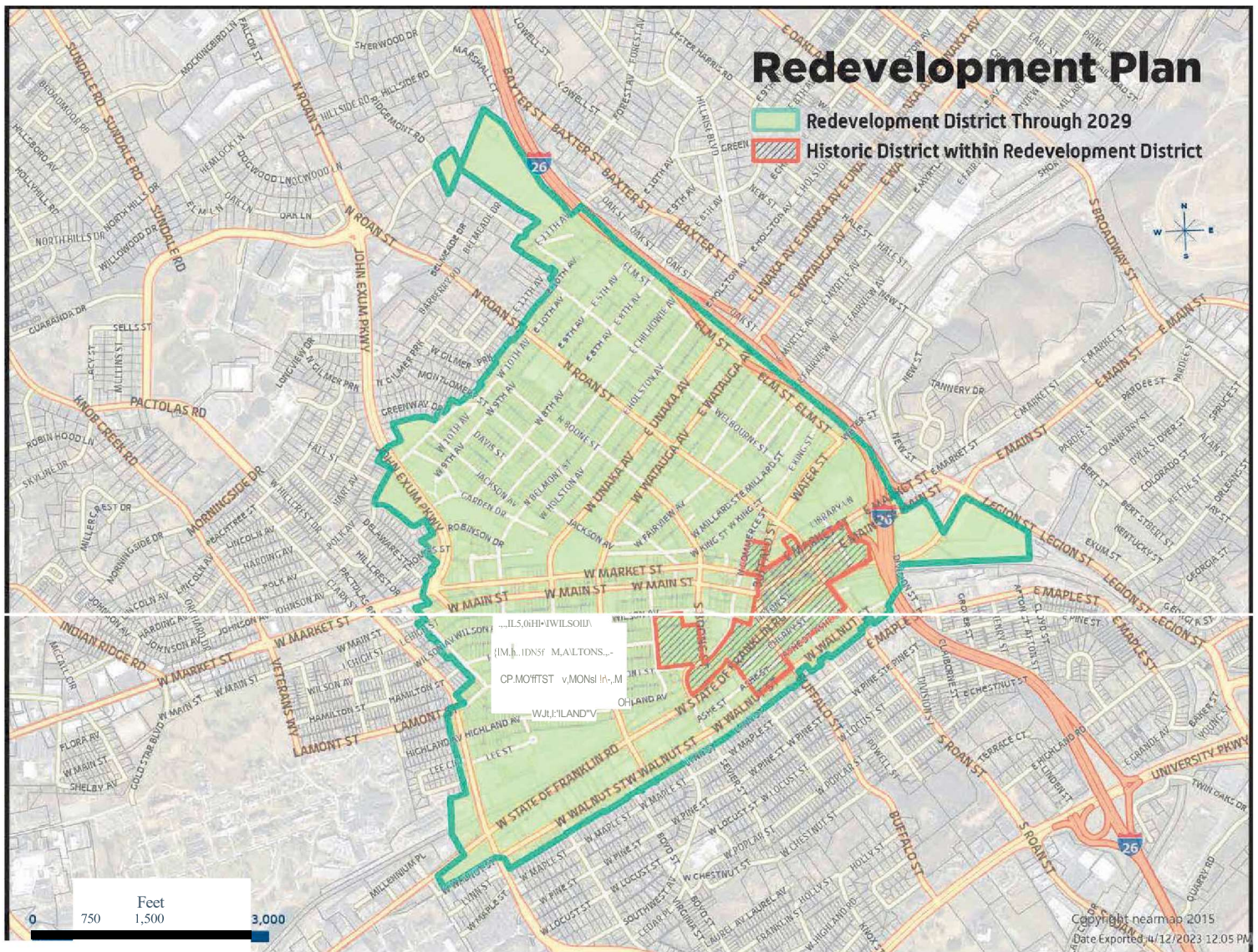
TAX INCREMENT FUNDING REQUIREMENTS:

Since funding comes from the incremental tax revenues received by JCDA for properties with the Redevelopment District, the applicant shall also comply with the following:

1. Not discriminate upon the basis of race, color, creed, sex, handicap or national origin in the sale, lease or rental, or in the construction of the facade improvements on the applicant's property.
2. Avoid any use of the applicant's property and improvements thereon which is not in compliance with the Redevelopment Plan

In the event the applicant fails to comply with the Tax Increment Funding Requirements, then, upon receipt of a written demand from the JCDA, the applicant shall be obligated to repay the grant to JCDA within thirty (30) days of the receipt of the demand.

Redevelopment District Map through 2029





Downtown Façade Grant Application

Tax Increment Program Funded through JCDA with Support from the City of Johnson City and Washington County Governments through the Adopted Redevelopment Plan

The application evaluation criteria are found in the most recent copy of the Downtown Johnson City Façade Grants Program Guide available online at jcdatn.org or by request from the JCDA. Assistance with applications is available from JCDA staff. Pre-application meetings with the JCDA staff and the City of Johnson City Department of Development Services are recommended and encouraged. (Contact Resources can be found at the bottom of this page.) Please note that incomplete applications will be denied. Reimbursement will be provided for work performed only after façade grant approval.

Please contact the Johnson City Development Authority Executive Director for assistance:

Patricia C. Oldham, AICP, TCEcD, Executive Director,
Johnson City Development Authority
Downtown Johnson City Foundation
oldham@thejcda.org 423-342-3540 (office)

Submission instructions: Please submit application by email to the Johnson City Development Authority

1. Zip all file/folder attachments. <https://tinyurl.com/ZIPTIF> (zip instructions)
2. Send the completed form and the zipped files to submit@thejcda.org
3. Files will be distributed electronically with the TIF review team.

Please attach all required supplementary materials to the application. If additional space is needed to answer completely, please attach additional sheets.

CHECK FIRST: Any Façade Grant property must be located within the Downtown Redevelopment Plan boundary or the Johnson City Downtown Historic District. (Link below to map)

Is the building within the Johnson City Downtown Historic District? ☐ Yes ☐ No

https://www.johnsoncitytn.org/services/planning_and_development_services/planning___zoning_/historic_preservation_php

☐ **ATTACH** the Historic Zoning Commission Certificate of Appropriateness, if within the historic district.

Is the project within the Tax Increment Financing Redevelopment Plan boundary? ☐ Yes ☐ No

☐ **ATTACH** (if only in the TIF Redevelopment Plan Boundary) the Department of Development Services approval that the project has met Downtown Design Guidelines.

Is the building under an order from the Board of Dwelling Standards or Code Enforcement? ☐ Yes ☐ No

Resource Contact Information:

- Johnson City Development Authority: 423-342-3540 oldham@thejcda.org
- City of Johnson City Tennessee Planning Division: 423-434-6071 <https://tinyurl.com/planninganddev>
- Washington County Trustee Property Tax Look Up: 423-753-1602 <https://tinyurl.com/wcntaxlookup>

LEGAL APPLICANT:

Is the applicant the property owner of record? Yes ☐ No ☐

Full Owner Name _____

Site Address _____ City _____

State _____ Zip _____ Email _____

Main Telephone _____ Mobile Phone _____

If applicable:

Parent Company: _____ Headquarters Address: _____

AUTHORIZED DEVELOPMENT TEAM CONTACT AND OTHER PROFESSIONALS:

Name _____ Organization _____

Title _____ Email _____

Main Telephone _____ Mobile Phone _____

How affiliated with the property owner(s)? _____

SITE CONTROL:

NAME AND ADDRESS OF ALL PERSONS OR ENTITIES WITH AN OWNERSHIP INTEREST IN THE PROPERTY:

☐ **Attachment:** Proof of property ownership or written, notarized, affidavit granting permission for the project from the owner.

☐ **Attachment:** The owner and applicant must provide documentation that all taxes, insurance, and mortgage payments are paid and current, without any outstanding fees or delinquencies.

If the applicant selected YES as a property owner on page one, only list all ADDITIONAL owners.

Name _____ Title _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Name _____ Title _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

Name _____ Title _____

Mailing Address _____ City _____

State _____ Zip _____ Email _____

How long have you owned the property? _____

Do you own additional properties in downtown Johnson City? Yes ☐ No ☐

Do you operate an income producing business in the requested property? Yes ☐ No ☐

If, yes, what is the name of the business? _____

Are you required to have flood insurance? Yes ☐ No ☐

INCLUDED PROPERTIES

List all properties needed for the proposed project:

List all Washington County Tax Parcel ID numbers for the property involved and City Official Zoning Map Classification

	Map	Group	Parcel	Occupied or Vacant (O) or (V)	E-911 Address
Tax Parcel ID					
Tax Parcel ID					
Tax Parcel ID					
Tax Parcel ID					

PROJECT DESCRIPTION, COSTS, AND SCHEDULE:

Provide a description of the proposed project.

- ☐ written contractor estimates of all costs, listing materials and specifications, equipment rental, etc. to total the final cost (should match Assistance Requested below);
- ☐ photographs of existing building conditions that clearly identify renovation areas;
- ☐ if proposing non-structural changes, provide a representative sketch or drawing of the façade modifications
- ☐ if proposing structural changes, architectural or engineering plans must be provided and submitted for approval as required by the City of Johnson City,
- ☐ expected construction schedule. All projects are to be completed within six (6) months of application approval

ASSISTANCE REQUESTED:

State how much financial assistance are you are requesting for reimbursement (up to 50% of primary façade up to \$10,000 and 25% of street facing side façade up to \$5,000. Larger grants may be awarded on a case-by-case basis for projects with substantial economic impact, job creation, and sales tax generation, per program requirements.

Work Area	Costs (see Max)	Multiplied by Percentage of Reimbursement	Total Final Amount of Request
Primary Façade		50%	
Street Facing Façade		25%	
Street Facing Facade		25%	
Total Costs		Total Request:	

INVESTMENT PARTNERS:

List specifically any additional public funding amounts received, in application, or anticipated to be sought from other sources, grants, or funds, including the City of Johnson City, Washington County, the State of Tennessee, federal sources, etc. and how it will be utilized in the project:

CAPITAL INVESTMENT:

Please explain the public benefit to the City of Johnson City and Washington County that will result from the development of this project and how tax increment façade grant funding is a key element of the financing package and that the project would not otherwise be undertaken in its proposed from without these funds.

PUBLIC BENEFITS:

Explain this façade improvement (a) can create potential for other development, (b) serve as an economic stimulus, and (c) contribute to the improvement of downtown Johnson City for business and residents.

Applicant Agreement:

I, _____ the owner or authorized applicant, for a façade grant for the property located at _____ agree that the Johnson City Development Authority (JCDA) shall approve or deny the application and/or grant based on adopted criteria and priorities. I have received and reviewed the Downtown Johnson City Façade Improvement Grant Program Guide and will comply with the program criteria and if applicable, the Tax Increment Financing Fund Requirements. I understand that this grant is a reimbursement grant after work has been completed according to the above description.

All work must meet City of Johnson City, Tennessee building codes, zoning ordinances, and city code, and applicants are responsible for obtaining all permits before beginning any work. Any and all changes in the scope of the work that may arise during the renovation process must be approved by the JCDA prior to any work being initiated or completed.

Applicant Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

For official use, to be completed by JCDA staff:

Date application was received: _____

Visit to property completed on: _____ Date _____ Signed: _____

Is this map in a FEMA flood zone? Yes No

Review tax parcel ID from Washington County Assessor’s Office for property confirmation.

Tax Parcel ID			
Tax Parcel ID			
Tax Parcel ID			

	Johnson City	Washington County
Current Appraised Value		
Current Annual Tax		

Confirmation of location in or out of the Downtown Historic District:

Confirmation of location in the Johnson City Redevelopment Area:

Meets criteria in TIF Guidelines and Redevelopment Plan: Yes No

Forwarded to TIF Advisory Committee for Review: Yes No

DATE SCHEDULED FOR REVIEW BY TIF ADVISORY COMMITTEE. _____

TIF ADVISORY COMMITTEE DECISION: DATE: _____ APPROVED DENIED

APPROVAL SIGNATURES:

TIF ADVISORY CHAIRMAN

DATE: _____

EXECUTIVE DIRECTOR:

DATE: _____



**Downtown Johnson City Facade Improvement Grant Program
Reimbursement Form**

Applicant Information

Name of Applicant and Project _____

Address of Applicant: _____

Telephone number of Applicant: _____

Email address of Applicant: _____

Address of work: _____

Project Start Date: _____

Project Completion Date: _____

Required Attachments Checklist:

- ☐ Completed reimbursement form.
- ☐ Photographs of completed work.
- ☐ Itemized list of expenditures.
- ☐ Copies of all invoices and all receipts and/or canceled checks as proof that materials and contracted improvements have been paid. Include name, address, phone number(s) of contractor(s).
- ☐ Statements certifying that all the suppliers and contractors have been paid.

To be coordinated by the JCDA:

- ☐ Satisfactory inspection by the Johnson City Development Services Department - Code and Planning Divisions.
- ☐ Satisfactory inspection by the JCDA to ensure all work completed conforms to work proposed.

Applicant Signature _____

Submit All Completed Documentation for Reimbursement:

Johnson City Development Authority
submit@thejcda.org
300 E. Main Street. Suite 102, Johnson City, TN 37601

Approval for Reimbursement

Amount approved for reimbursement: _____

_____ Johnson City Development Services	_____ Date
_____ JCDA	_____ Date