



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 staff. Pre-application meetings with 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.

For assistance:

Lindsey Jones, Main Street Director
City of Johnson City
ljones@johnsoncitytn.org (423) 434-6019

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 BOTH submit@thejcda.org AND ljones@johnsoncitytn.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#outer-561

☐ **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/ Main Street Program: 423-434-6019 ljones@johnsoncitytn.org
- City of Johnson City Tennessee Planning Division: 423-434-6071 <https://tinyurl.com/mv9v68nx> Washington
- County Trustee Property Tax Look Up: 423-753-1602 <https://tinyurl.com/wctntaxlookup>

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:

Property Address: _____

Date application was received: _____

Visit to property completed on: _____

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: Yes No

Confirmation of location in the Johnson City Redevelopment Area:	Yes	No

Meets criteria in TIF Guidelines and Redevelopment Plan:	Yes	No
--	-----	----

APPROVAL SIGNATURES:

JCDA STAFF APPROVAL: _____ DATE: _____

DATE: _____

TIF ADVISORY CHAIRMAN

DATE: _____

JCDA CHARIMAN: _____



**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
P.O. Box 2482, Johnson City, TN 37605

Approval for Reimbursement

Amount approved for reimbursement:\$_____

_____	_____
Johnson City Development Services	Date
_____	_____
JCDA	Date