



**Town Commissioners of Charlestown**

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**Charlestown Façade Improvement Application and Guidelines**

**APPLICATIONS DUE TO TOWN HALL ON OR BEFORE JUNE 2, 2023, AT 4:00 PM**

The Façade Improvement Program supports exterior facade projects to recover and promote the integrity of the buildings and improve the visual characteristics of the Town's Sustainable Community Area (please see attached map). The Charlestown Façade Improvement Program is funded by the State of Maryland's Department of Housing and Community Development (DHCD) Community Legacy Program.

The Façade Improvement Program is administered through the Town of Charlestown. The application review committee will be selected by the Town of Charlestown. Projects may also be eligible for Maryland Historic Tax Credits through the Maryland Historic Trust.

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

Property Owner/Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Request consideration for direct pay to contractor: \_\_\_\_Yes \_\_\_\_No Reason: \_\_\_\_\_

\_\_\_\_\_

**Proposed Facade Improvements** - Please describe below the proposed improvements to the property. Provide specific details and an itemized list of materials for the project (if necessary, attach additional sheets):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Eligibility Requirements:**

1. Property Owner (Applicant) must apply for the grant. Applications must be submitted in person or via U.S. Postal Service. **EMAILED AND/OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
2. Projects are limited to exterior façade improvements.

3. Applicant must use licensed home improvement contractors for all work or may elect to complete the work themselves. Work involving lead and asbestos removal require MDE certified contractors. Work involving electrical, plumbing, and HVAC requires a licensed contractor.
4. A copy of the contractor's home improvement license/certification(s) must be included with the application. (Business license is not an acceptable substitution.)
5. Maximum grant award is \$5,000.00 per property.
6. Applicants are encouraged to provide a contribution toward the project. Contributions can be monetary, materials, and/or labor. (In the instance of material or labor, documentation will be required to verify the contribution value). Applicants that indicate a contribution will be responsible for the amount indicated which will be deducted by the Town of Charlestown from monetary disbursement.

**Eligible projects include**, but are not limited to, the following list:

- Fascia and soffit replacement/repair
- Door and window replacement/repair
- Porch and step replacement/repair
- Painting
- Masonry repair
- Repointing of Masonry facades
- Roof repair/replacement
- Removal of historically inappropriate and/or incompatible exterior features and finishes.
- Installation of historically appropriate and/or compatible features and finishes.

**Ineligible Projects:**

- Awnings
- Landscaping
- New Signage/Replacing signage
- Lighting
- Fencing

**GRANT APPLICATION PROCESS:**

1. Submit Façade Grant Application with detailed sketches or drawings of the proposed improvements (other plans may be required by the Maryland Historic trust, Town of Charlestown planning and zoning, and/ or Charlestown Historic District and Cecil County Permits and Inspections Division.)
2. Submit a minimum of 2 (color) photos of the area for the proposed project.
3. Submit 2 estimates from licensed home improvement contractors on business letterhead for the proposed project and a copy of contractor's home improvement license/certification(s).

	Contractor Name	Amount
Estimate 1		
Estimate 2		
	<b>Property Owner Contribution:</b> <b>(Owner will be required to pay the amount listed, if any)</b>	

4. Applicants may choose the contractor; however, grant funds provided will be for the lowest, qualified estimate submitted with the application.
5. Applicants are not permitted to submit additional estimates from other contractor's after the application has been submitted.
6. Property owner may apply for more than one project; however, the maximum grant award per property is \$5,000.00. Each project must be submitted as a separate application.
7. The Town will notify applicant when the project is approved. Once Applicant receives approval, an application will need to be submitted to the Charlestown planning and zoning board and, if needed, The Town's Historic District Commission and the Cecil County Permits Division for a building permit. **NOTE:** Grants awarded with MHT conditions imposed must sign letter from MHT acknowledging conditions will be met.
8. **NOTE:** As per Grant Guidelines - No part of the grant funds or project, and no part of the property, shall be used for the furtherance of sectarian religious instruction, or in connection with the design, acquisition, or construction of any building used, or to be used as a place of sectarian religious worship, instruction, program, department, services or other explicitly religious activities.

#### PROJECT COMPLETION:

1. All work selected for grant funds must be started within three (3) months of approval to be eligible for reimbursement. Depending on the scope of the project, an applicant may request in writing and the Town reserves the right to grant extensions on a case-by-case basis. **Property owners must have all reimbursement requests submitted to the Town of Charlestown prior to MARCH 28, 2025**
2. The Town of Charlestown and/or DHCD may promote an approved project including, but not limited to, taking and displaying pictures during and after the project is completed and using the information on our website, media sites, and publications provided through the Town.

#### PROJECT APPROVALS:

1. **Town of Charlestown:** Projects must receive a Zoning Certificate which must be approved by and meet the criteria for approval established by the Historic Commission (where applicable), Planning & Zoning Commission and Town of Charlestown. Applications will be reviewed by Historic Commission (where applicable) and Planning & Zoning Commission at their monthly meetings in Town Hall, 241 Market Street, Charlestown, or if necessary, a special meeting will be called to review applications. Incomplete applications may delay the review.
2. **State of Maryland:** Applicant must follow the Maryland State regulations relative to environmental certification and indemnification for lead paint;
3. **State of Maryland:** Project must be reviewed and approved the Maryland Historic Trust for impact on historic structures, and, if required has approved the architectural plans and specifications for the project;
4. **State of Maryland:** Maryland Code Administration must approve all project plans and specifications.
5. The Town of Charlestown shall verify that the project has been reviewed by the Maryland Historic Trust and the Maryland Code Administration.
6. **Cecil County Government:** Applicant is required to obtain all necessary permits from the Town of Charlestown and County Permits and Inspections Division, as required.

**GRANT FUNDS:**

1. Lowest project estimate will receive grant funds.
2. The Town of Charlestown Zoning Application Fee and Cecil County Building Permit Fee are NOT a reimbursable cost.
3. On a case-by-case basis and at the discretion of the Town, grant funds may be issued directly to the homeowner as reimbursement, or directly to the contractor as payment of the invoice. Grant funds may be allocated as needed; however, a final payment will not be released until the project has been completed and inspected.
4. Before a check is issued, all work performed must comply with the submitted application and/ or plans. Applicant must provide proof of final inspection, submit invoices and proof of payment for the completed work (canceled check and/or credit card payment receipt).
5. Any work done that is not consistent with the approved project will not be reimbursed. The Town of Charlestown reserves the right to determine if the work performed is consistent with the finished project.

If the project has received final approval, invoices and proof of payment has been submitted and approved, the Town of Charlestown shall issue a reimbursement payment within 30 days of receipt.

**AWARD CRITERIA:**

Proposals are reviewed and scored based on the following:

- owner occupied property or owner operated (if a business) (up to 20 points)
- demonstration of the need for the exterior improvements/repairs (up to 40 points)
- owner contribution, labor or financial, for the project (up to 20 points);
- Historically significant structure or project (up to 20 points)

By signing this application, the property owner certifies that:

- project shall be executed in compliance with all State, County and Town codes and regulations;
- project shall be completed in compliance with the stated Façade Improvement Program guidelines and regulations.

Signed: \_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

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**FOR OFFICE USE ONLY:** \_\_\_\_\_ Reimbursement to Homeowner \_\_\_\_\_ Direct Pay to Contractor

Date received: \_\_\_\_\_

Historic Commission Meeting Date: \_\_\_\_\_

Planning Commission Meeting Date: \_\_\_\_\_

County Permit No. \_\_\_\_\_

Town Cert. No: \_\_\_\_\_ Approved Date: \_\_\_\_\_

Deadline: \_\_\_\_\_

