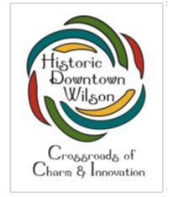




## **Architectural Assistance Grant Application**

Department of Planning and Community Revitalization  
112 Goldsboro Street E, Wilson, NC 27893



**Purpose:** The purpose of the Architectural Assistance Program is to provide business and commercial property owners design guidance when considering the renovation of the exterior façades of the buildings in the City of Wilson's Municipal Service District. The program encourages good façade design projects which will lead to buildings with high-quality historic design and good craftsmanship, which complement the unique historic character of the building exterior façade, while also introducing compatible new design.

**Eligibility:** Any owner or tenant of a building located within the Municipal Service District is eligible. Please see included map for district boundaries. Owners and tenants may request architectural assistance grants separately; however, only one grant may be awarded per property and per project. Any tenant applying for a grant must have the owner's written permission.

**Funds Available:** Wilson Downtown Development Corporation (WDDC), the administrator of the Municipal Service District Tax Revenue, allocates a portion of the tax revenue to make an incentive pool possible for Façade, Architectural Assistance, and Building Improvement Reimbursement Grant Incentive Programs.

**Mandatory Pre-Application Meeting:** There will be two funding rounds for Fiscal Year 2022-2023. To be eligible for review by the WDDC Design Committee and Board, the applicant must participate in a pre-application meeting with City staff by **March 31, 2022** for the spring round of funding, and by **July 8, 2022** for the fall round of funding.

**Pre-Application Meeting Instructions:** To schedule a pre-application meeting, email [kanderson@wilsonnc.org](mailto:kanderson@wilsonnc.org) with the subject line; Pre-Application Meeting Request | Catesby Denison.

**Application Deadlines:** Applications must be received by 5pm on either **April 27, 2022** for the spring round of funding, or **August 10, 2022** for the fall round of funding.

**Application Deadline:** There will be two funding rounds for Fiscal Year 2022-2023. To be eligible for review by the WDDC Design Committee and Board, the applicant must participate in a pre-application meeting with City staff prior to submittal and complete applications must be received by 5pm on either **April 27, 2022** or **August 10, 2022**.

### **Guidelines:**

1. Assistance will be awarded to those that meet the approval of the Design Committee and the WDDC Board of Directors.
2. Assistance provided will meet all code requirements of the City of Wilson and the State of North Carolina.
3. The Secretary of the Interior's Standards for Rehabilitation are used as the standard for the Architectural Assistance Program and for subsequent proposed façade improvement projects. These Standards for Rehabilitation will be used as a guideline and for recommendations, when needed, from the Design Committee in making improvements to the exterior façade of the structure.
4. Assistance provided will reflect a contemporary solution, which respects the architectural integrity of the entire building exterior, retaining and restoring those elements that enhance the building and surrounding setting.
5. Assistance for any exterior façade of any buildings in the Downtown Wilson's Municipal Service District is eligible, but top priority will be given to buildings which are strategically located and will make a highly visible contribution to the commercial district.

### **Criteria:**

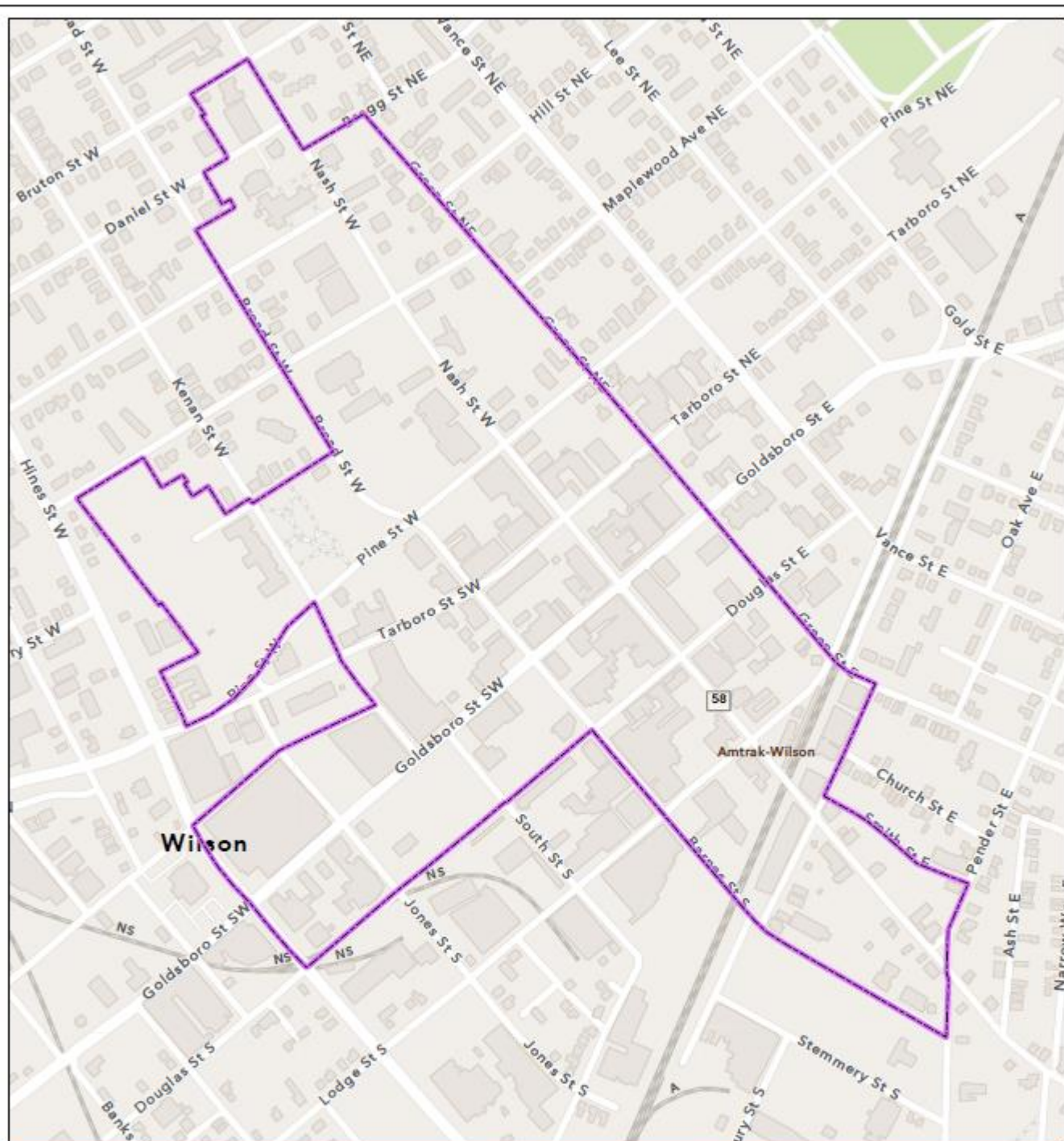
1. These grants are intended to encourage high quality, lasting building improvements to building façades, which respect and highlight the unique historic character of the building and its surrounding context in present day.
2. One assistance is awarded per building façade improvement project.
3. The WDDC Design Committee Board of Directors must approve the application. Failure to comply with approved plans could result in the loss of grant funding.
4. All work must be started within 45 days of the signed notification of the grant award and must be completed

within six months of start date. Extensions of up to six months may only be granted if requested in writing.

## Secretary of the Interior's Standards for Rehabilitation: 36 CFR 67


The following Standards for Rehabilitation are the criteria used to determine if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
11. A complete outline of these standards, describing how to appropriately preserve historic properties in working with masonry, wood, metals, roofs, entrances/porches, storefronts, structural systems, spaces/features/finishes, mechanical systems, site, setting, energy, new additions, accessibility, and healthy/safety, can be found at: <https://www.nps.gov/tps/tax-incentives/taxdocs/36cfr67.pdf>



## New Downtown MSD



 Municipal Service District

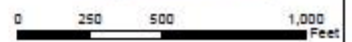
Date: 6/29/2021

**Prepared by:**

City of Wilson GIS Services,  
a division of Wilson Planning  
and Development Services.

**Map Disclaimer:**

This map is for informational  
purposes only. The map is NOT  
of land survey quality and is  
NOT suitable for such use.  
The City of Wilson assumes no liability  
arising from the use of the map.





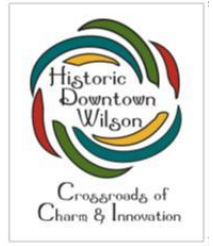
**Architectural Assistance Grant Application**

Department of Planning and Community Revitalization

112 Goldsboro Street E, Wilson, NC 27893

Contact : 252.399.2387

[cdenison@wilsonnc.org](mailto:cdenison@wilsonnc.org)



**Please complete this application in BLACK or BLUE ink only. PDF Autofill accepted.  
Illegible/incomplete applications will be returned to the applicant.**

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

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

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

*If applicant is not the owner, a signed agreement authorizing the work must be attached as part of the application.*

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

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

Current Use of Building: \_\_\_\_\_

Proposed Use of Building: \_\_\_\_\_

Description of desired upgrades and future use (if known) to give Architect:

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**Required Attachments**

*Please check mark next to each item, as required, to show it has been included in application packet.*

A current photo of the building.

Historic photograph of the façade.

Signed lease agreement and permission from the owner to pursue assistance, if applicable.

**Please initial next to each item.**

- I understand that I must meet with City of Wilson staff about the proposed project prior to submitting an application.
- I understand that the grant funds must be used for the project as described in this application and that any changes to the project must be submitted in writing and approved by City of Wilson staff.
- I understand that grant payments are contingent upon completing the project as outlined and providing adequate proof of expenditure of funds.
- I understand that no work shall begin prior to application or prior to notification of acceptance, acceptance with conditions, or rejection. Doing so will disqualify me from this assistance opportunity.
- I understand that payments will be mailed to the applicant and address as listed on this application.
- I understand that all work must be completed within six [6] months from date of signed agreement and any extensions must be requested in writing prior to the end of those six [6] months.
- I understand that no grant payment will exceed \$1,000.00 and the applicant is not eligible for payment until the project has met all terms of the grant agreement.

Applicant Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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