

Mt. Oliver Borough

Façade Improvement Program

Purpose

First impressions have a lasting influence. That's why it's important that neighborhood business districts present an appealing image to potential customers, tenants, and investors. The Mt. Oliver Borough Façade Improvement Program is a tool to improve the physical appearance of commercial storefronts in the Mt. Oliver Business District, while promoting place-making and thoughtful design throughout the corridor.

Program Funding

This program may be funded in part by Mt. Oliver Borough, the Commonwealth of Pennsylvania Department of Community and Economic Development, the Hilltop Economic Development Corporation, and the PNC Foundation.

Eligibility

- Projects must be located in Mt. Oliver Borough.
- Eligible businesses include retail, wholesale, and professional and related service establishments. Adult entertainment facilities, used car lots, gas stations, fast-food establishments, and banks are not eligible.
- Eligible activities include exterior building improvements based on an approved work plan such as storefront lighting, signage, windows, painting, etc.

Parameters of Grant

- This program may fund up to 75% of eligible improvements, with a maximum grant award of \$7,500.
- There is a \$100 application fee per eligible property (non-refundable) payable to the Hilltop Economic Development Corporation (HEDC).
- The Grant Agreement may be between the property owner or the tenant of the property, as long as the tenant secures the permission of the property owner.

Design Guidelines

Please review the attached Design Guidelines developed specifically for the Brownsville Road Business District. While these are general design guidelines, please be advised that the Review Committee has the ultimate discretion to approve or deny plans and requests. All projects must also meet local zoning regulations which may require additional permits or approvals.

Application Steps

- Applicant submits the Facade Improvement Program application to the HEDC with photograph(s) of the building, copy of current occupancy permit, \$100 application fee, and description of requested improvements.
- The HEDC will forward the application to the Review Committee and the Review Committee will review the submitted requested improvements (work plan). If the requested improvement qualify and the design is acceptable, the HEDC will provide a notice to proceed.
- Once the applicant receives the notice to proceed letter, they will need to secure cost estimates based on the approved work plan. The applicant must submit these cost estimates to the HEDC within 60 days of receiving the notice to proceed.
- The HEDC will review the cost estimates and then proceed to issue a commitment letter to the applicant.
- Upon the applicant signing and returning the commitment letter, work may begin.
- The applicant must pay the matching portion of the project costs first. The HEDC will make payment directly to the contractor(s) when all work is completed. **Please note that any change orders that deviate from the original scope and pricing are not eligible expenses unless signed off on by the HEDC.**



Façade Improvement Program Grant Application

Applicant Information:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Email: _____

If tenant, please provide:

Name of Building Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone #: _____ Email: _____

Property Description:

Name of Business: _____

Type of Business: _____

Property Address: _____

Additional Information/Documents:

The following must also accompany this application:

- Description of requested improvements (work plan). Please be sure to include where applicable: materials, colors, dimensions, location of improvements on façade, etc.
- Photos of façade
- A copy of occupancy permit
- \$100 application fee payable to the Hilltop Economic Development Corporation

I have provided all information requested to the best of my knowledge, and I have read and fully understand the program guidelines and requirements of the Façade Improvement Program.

Signature: _____ Date: _____