

**ARTS & CULTURAL DISTRICT  
FAÇADE IMPROVEMENT PROGRAM**

Department of Planning & Development Review  
900 East Broad Street, Room 511  
Richmond, VA 23219  
Email: [Facades@rva.gov](mailto:Facades@rva.gov)



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**PROGRAM APPLICATION**

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

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

E-mail Address: \_\_\_\_\_

Business Name & Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Building Owner (if different from Applicant): \_\_\_\_\_

Owner written consent attached

Lease Terms: \_\_\_\_\_

Type of improvement being proposed:

- |  |   |
|--|---|
| <input type="checkbox"/> Design only                 | <input type="checkbox"/> Restoration of historical elements |
| <input type="checkbox"/> Rehabilitation and painting | <input type="checkbox"/> Windows/shutters                   |
| <input type="checkbox"/> Other                       |   |

Please describe the project improvements:

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

Contractor/Supplier Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

SEE NOTICE OF FUNDING OPPORTUNITY FOR ELIGIBILITY REQUIREMENTS\*\*

**ATTACHMENTS REQUIRED\*\***

- 1) Current photographs** of the building that clearly illustrate the existing condition of the façade and include where proposed work will occur.
- 2) A full written description** of proposed work and exterior rehabilitation

- 3) **Design drawings** that comprehensively show the proposed project, including details of cornices, windows, doors, shutters, decorative elements, colors, and historical elements. They should clearly identify new features to be attached to the building, as well as any site improvements or changes to lighting. Clearly indicate what are repaired materials, matching replacement materials, or new materials different from what is currently present. If you are restoring a historic façade, please provide historical documentation of the historic appearance.
- 4) A **list of proposed materials and colors**, including material specifications and samples where appropriate.
- 5) Further bids, estimates, and/or contracts, product brochures, locator map and design drawings, if appropriate. All design drawings should be on paper not exceeding 11" x 17".
- 6) A **written cost estimate and budget** for all aspects of the façade improvements that details what costs will be the match, what will be grant funding, and what will be outside of the Façade Improvement Program scope.
- 7) Property owner written consent and a **copy of the lease, deed, or land contract**.
- 8) A **schedule** for completion of the project. Projects must be completed within 120 days of approval, subject to extension for extenuating circumstances.

Total Cost of Improvements: \_\_\_\_\_ Grant Amount Requested \_\_\_\_\_

**APPLICANT’S CERTIFICATION**

The Applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a grant under the City of Richmond Façade Improvement Program and is true and complete to the best of the applicant’s knowledge and belief. As of the date of signature, work on the façade described in this application has not commenced.

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

Please send this completed application & accompanying attachments to [Facades@rva.gov](mailto:Facades@rva.gov).

Or

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**APPLICATION CHECKLIST**

Does your application include...

**1. A COMPLETED APPLICATION FORM**

**2. TENANT APPLICANTS:**

- (a) Copy of your lease or land contract
- (b) Letter providing the property owner’s written authorization of your proposal

**OR:**

**OWNER APPLICANTS:**

- (a) Copy of property deed

**3. PHOTOGRAPHS** of existing façade conditions

**4. DESCRIPTION OF PROPOSED WORK** and exterior rehabilitation, including a general construction schedule

**5. DESIGN DRAWINGS**, product samples, and further rehabilitation details as needed

If so, then send the completed application, including attachments to

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