



**ATTN: Victor Business and Commercial Property Owners!**

**Improve the Appearance of Your Property and  
INCREASE it's Value WITHOUT Breaking the Bank!**



The Victor Local Development Corporation and Village Urban Renewal Agency wants to give you up to \$2,000 to complete the projects you've been avoiding due to daunting expenses and/or lack of funding.

Finally, get those New Windows or Doors, hire someone to put that Fresh Coat of Paint on your building, fix that broken Sign you've been meaning to get to this year or better yet, get a Brand New Sign!

It doesn't matter if you own or rent your property. It's your money to use. You tell us how you'd like to use it!

**What would you do to improve your building if you had an extra \$2,000?**

*\*See included details with this mailing*



# Victor Commercial Building Façade Improvement Program

## Invitation to Participate

March 2019

Dear Property/Business Owner:

We are pleased to inform you that the Façade Improvement Program is back for 2019, offering grant funding for commercial buildings in the business district. The Program is administered by the Façade Improvement Committee with funding from the Victor Local Development Corporation and the Village Urban Renewal Agency.

### Façade Improvement Program Information:

- There is a designated target area for funding and if you have received this letter, your property is eligible.
- Projects may include door or window replacements, painting, signage or other improvements to the general exterior appearance of the property.
- This is a matching grant program requiring the property owner to contribute 50% of the project costs and the remaining 50% will be awarded through the grant funds up to \$2,000.
- **New this year** – we will pay the contractor directly relieving the applicant from paying upfront and waiting for reimbursement
- **Funding is limited - first time** applicants will receive priority consideration
- Applicants that have received funding two or more times will not be considered for this round.
- If you are interested review the information packet/application:
  - on-line at [www.victorldc.org](http://www.victorldc.org)
  - Hard copy available at the Village Hall & Economic Development Office.
- **The deadline for all application submissions is May 10, 2019.**

This is a great opportunity to improve the appearance of your property and add to the beauty and charm of the Village. We encourage you to pick up an application and apply for this program.

Questions? Call Kathy Rayburn at 585-742-5073 or email [krayburn@town-victor-ny.us](mailto:krayburn@town-victor-ny.us).

# Victor Commercial Building Façade Improvement Program



## **Committee Members:**

Carol Commisso  
Kathy Rayburn  
Michelle Chalupa  
Code Enforcement  
Sue George



## Program Mission

The mission of the Commercial Building Façade Improvement Program is to provide financial support to business and property owners investing in Village commercial structures, located within a defined target area. Funds for this program are provided by Victor Local Development Corporation and the Village Urban Renewal Agency. The program mission adheres to the criteria outlined below and strives to support the property maintenance code of New York State.\*

- To implement the Village of Victor design criteria and promote compliance
- To stabilize and improve the aesthetic quality and economic value of structures
- To encourage building owners to maintain and enhance their buildings
- To foster originality, creativity and uniqueness in design for remodeling projects, and to ensure aesthetic compatibility with existing historical structures
- To create civic pride and a sense of identity for the Village of Victor

### **\*NYS Property Maintenance Code—Section 101—**

*Scope—The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the responsibility of owners, operators and occupants; the occupancy of existing structures and premises.*

*Purpose—This code is intended to provide minimum requirements to safeguard public safety, health and general welfare insofar as they are affected by the occupancy and maintenance of structures and premises.*

### **Project Selection:**

Committee members will prioritize and select projects for funding that are aligned with the goals and mission of the Façade Improvement Program, the Village of Victor Revitalization Plan, and design criteria of the Village of Victor Planning Board. Funding is limited for this program, **first time** applicants will receive priority consideration; the number of projects accepted depends on funding availability. In addition, applicants that have received funding two or more times, under previous rounds will not be considered.

**Eligible Project Examples:**

- 1 Exterior Painting
- 2 Restoring Exterior Finishes
- 3 Exterior Door Replacement
- 4 Window Replacement
- 5 Signage \*\*
- 6 Roofing
- 7 Landscaping

**Funding:**

Applicants are required to pay 50% of the total project cost and demonstrate proof of that payment. Grant funds will then be used to pay the contractor directly for the remaining balance of the invoice—funding is capped at \$2,000.00. Reimbursement will only be issued upon completion of work, submission of 50% paid on the contractor invoice and sign off from Village Code Enforcement.

**Project Timeline:**

**\*\*Signage Applications** -will be accepted year round based on available funding.

**Façade Applications** - applicant has 6 months from acceptance to complete the project based on available funding.

**Application:**

Interested applicants will submit an application to the Façade Improvement Committee for review. The committee will determine if the project meets the eligibility guidelines, and notify the applicant of the approval status.

**Complete applications packet consist of:**

1. Completed Application and Commitment Letter
2. Rendering/description of the proposed work or architectural drawings
3. Color samples and texture of finishing materials
4. Contractor’s proposal including total project cost
5. All appropriate construction plans

**Upon acceptance you will be notified of next steps and approval process with Village Code Enforcement.**

# Façade Improvement Program Application



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

Name of Applicant: \_\_\_\_\_

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

Name of Business: \_\_\_\_\_

Applicant Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Applicant is (check all that apply): \_\_\_\_\_ Type of Business: \_\_\_\_\_

Property Owner

Business Owner

Other: \_\_\_\_\_  
\_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

(If Different From Applicant) Note: Property owners must co-sign the application if applicant is not the owner Type of

**Projects:** (Check al that apply)

Exterior Painting/Siding

Restoring Exterior Finish

Awnings

Exterior door Replacement

Window Replacement

Other (please specify)

Roofing

Signage

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

**Brief Description of Project:**

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

**Estimated Project Costs:** \$ \_\_\_\_\_

**Project start Date** \_\_\_/\_\_\_/\_\_\_ **Project completion Date** \_\_\_/\_\_\_/\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Property Owner Signature: (if Applicable): \_\_\_\_\_

## Village of Victor - Main Street Façade Improvement Program Applicant's Acknowledgement



By signing this document I acknowledge:

That the Village of Victor Façade Improvement Committee will review my application, and if approved, may commit up to \$2000.00 toward the cost of my façade renovation, not to exceed 50% of the total project cost:

- ◆ That I am solely responsible for obtaining the proper permits, approvals, and variances for my project, and the costs associated with these are not eligible costs;
- ◆ Projects that have been completed prior to submitting an application will not be reimbursed.
- ◆ That my personal labor is not a legitimate expense for the purposes of this program;
- ◆ That the Façade Improvement Committee must review and approve any changes or alterations to the project after approval is given, or I risk losing the funds;
- ◆ **Before receiving my reimbursement check, I will provide proof of payment by cancelled check and/or credit card receipt, and any paid invoices. Cash payments to contractors are not accepted and will not be reimbursed. The Façade Improvement Committee will review my completed project to determine that the work performed was the work approved, and to verify the information on the application to be true and correct;**
- ◆ That the Committee is not responsible for unsatisfactory work completed, or claims of property damage, or personal injury;
- ◆ **That my project will be completed within 6 months after my application is approved;**
- ◆ That my proposed improvements be based upon proper design, mutually agreed upon by myself, the Façade Improvement Committee, and other relevant boards;
- ◆ If I do not own the building, I will receive written permission from the owner to make improvements to the property;
- ◆ That I understand this agreement is not transferable;
- ◆ That the Façade Improvement Committee reserves the right to approve or disapprove each application, and that all improvements will be in conformity with existing local or State building codes.
- ◆ **Project Sign:** Recipients of grant monies from the Façade Improvement Program shall agree to display, during the rehabilitation process, one or more signs identifying the project as a recipient of financial assistance from the Façade Program. The Committee will furnish the sign(s) at its expense.

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Signed

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Dated

# 2019 Main Street Façade Improvement Program

## Façade Improvement Grant Program Reimbursement Form

### APPLICANT INFORMATION

Name of Applicant and Project: \_\_\_\_\_

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

Phone Number of Applicant: \_\_\_\_\_

Email Address of Applicant: \_\_\_\_\_

Address of work: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Total Reimbursement Requested: \_\_\_\_\_

### REQUIRED ATTACHMENTS CHECKLIST

\_\_\_ Completed reimbursement form.

\_\_\_ Photographs of completed work.

\_\_\_ Itemized list of expenditures.

\_\_\_ Copies of all invoices and all receipts and/or cancelled checks as proof that materials and contracted improvements have been paid. No cash payments to Contractors will be accepted. Include name, address, and phone number(s) of contractor(s).

\_\_\_ Satisfactory inspection by the Village Code – Planning Divisions.

\_\_\_ Satisfactory inspection by the Façade Committee to ensure all work completed conforms to work proposed.

### Return Completed Request for Reimbursement to:

Victor Local Development Corporation  
85 East Main Street  
Victor NY 14564

Ph: 585.742.5073  
Fax: 585.742.5089  
Email: [sgeorge@town-victor-ny.us](mailto:sgeorge@town-victor-ny.us)

