

# Historic Preservation Commission

City of Salisbury Community Planning Services  
217 South Main Street | 704.638.5324



## Historic Preservation Incentive Grant Guidelines

The Historic Preservation Incentive Grants provide a modest economic stimulus to assist owners of homes and businesses in Salisbury’s local historic districts to stabilize, preserve, and maintain the historic character of the individual structure and historic district in accordance with Salisbury’s Local Historic District Guidelines.

Grants are awarded on a competitive basis for exterior maintenance and stabilization projects of owner-occupied homes and businesses within any of the locally-designated residential historic districts identified with Local Historic Overlay (LHO) zoning, excluding the Downtown Local Historic District. All exterior work must be approved through the Certificate of Appropriateness (COA) process, either as a minor work and reviewed concurrently with this grant application, OR previously reviewed as a major work through the entire Historic Preservation Commission (HPC). Projects must meet the adopted *Local Historic District Guidelines* and the *Secretary of the Interior’s Standards for Rehabilitation*. All proposals must meet all applicable code requirements of the City of Salisbury. Projects begun or completed prior to notification of award cannot be reimbursed.

Any preservation project is eligible; however, top priority will be given to projects with higher point totals based on the point system. The point system, described below, will be used to prioritize projects. All projects that meet the eligibility requirements above would be eligible for grants; however, in the case of limited funds and the competitive process, projects with a higher point total would receive precedence. In the case of multiple projects with the same point total, the Grant Committee will award the grant to the project that has submitted its complete application first. There are four categories that combine to create the total project score:

### 1. HISTORIC SIGNIFICANCE:

Each of Salisbury’s five local historic districts is also within a National Register Historic District. Properties within a National Register district are categorized as *contributing*, *non-contributing*, or *intrusion* based on the historic significance

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of the structure. Many of the non-contributing structures are due to a non-historic addition or treatment, such as replacement windows or vinyl siding that covers historic features. It is possible for a structure to become contributing if the non-contributing feature is removed or replaced. Intrusion, on the other hand, would represent a structure that is a contemporary addition to the district and has no historic significance whatsoever.

## Historic Significance

## POINTS

<b>Contributing Structure</b>	10
<b>Non-Contributing Structure</b>	5
<b>Intrusion</b>	0
<b>If changes result in a contributing structure that was previously non-contributing</b>	5

## 2. PROJECT TYPE:

Exterior maintenance and stabilization projects include:

## POINTS

<b>Replacement/stabilization of deteriorated features</b> (Example: original or historically accurate siding, windows & doors, masonry, etc.)	40
<b>Removal/replacement of non-original, inappropriate features or material and restoring with original details and materials</b> (Example: removing vinyl siding to restore to original wood treatment while also restoring any original architectural features or details)	30
<b>Painting</b>	20
<b>Repair Work</b> (Example: Repointing/replacing brick or masonry elements, roofs, porches, foundations)	20
<b>Other Maintenance</b> (Example: safety, utilities/energy retrofit, outbuilding maintenance)	10

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### 3. PROJECT COST:

One point per \$1,000 total project cost up to a maximum of \$25,000. Therefore, a \$10,000 project would receive 10 points, while a \$2,000 one would receive 2 points.

### 4. INCOME CRITERIA:

<p><b>TOTAL HOUSEHOLD INCOME: based on HUD estimates of median family income.</b></p> <p>Total household income would include all persons 16 years of age or older living in the household and earning income.</p>	<p><b>Eligible match/maximum grant</b></p> <p>(see Matching Funds)</p>	
50% or less of Median Family Income (MFI)	75-25 (maximum \$3,750 match from the City)	30
51-60% of MFI		25
61-70% of MFI		20
71-80% of MFI		15
81-90% of MFI	50-50 (maximum \$2,500 match from the City)	10
91-100% of MFI		5

**Please note: Please contact City Staff to determine if you qualify. If you wish to be qualified as low/moderate income for the grant point system, documentation must be provided, such as a tax return. Lack of documentation may prevent you from receiving the higher point total in this category.**

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Projects are funded on a 50-50 matching basis with a maximum City participation of \$2,500 per project (based on \$5,000 or greater total project cost). Projects for households 80% or below of the MFI will be funded on a 75-25 matching basis with the City's participation totaling 75% of the project's cost up to \$3,750 (based on \$5,000 or greater total project cost). The property owner's match may include funding or loans from other sources.

Municipal contributions are grants that are not required to be paid back. The City will be reimbursed through the protection of historic community assets, stabilization of properties and neighborhoods, and an increased tax base.

## **The process for applying for the Historic Preservation Incentive Grant is as follows:**

1. Initial consultation with Historic Preservation Staff to receive application as well as determine if proposed project is consistent with the Local Historic District Design Guidelines.
2. Applicant receives Minor Works approval, or goes before the Historic Preservation Commission (HPC) to obtain a Certificate of Appropriateness. Should review by the full HPC be necessary as part of your application, please be aware of separate HPC deadlines and submit all documents in time.
3. Application, including sketch plans, materials list or designs, and cost estimates submitted to the Development Services office at 132 N. Main Street.
4. Applications are reviewed and awarded by the Historic Preservation Grant Committee, which consists of two members from the HPC and two members from the Community Appearance Commission (CAC).
5. Prior to the applicant receiving the grant, an agreement must be signed between the applicant and Development Services department, which is authorized to sign on behalf of the City. The agreement will detail all work to be done and specify a time frame in which the work is to be completed, as well as procedures in the event the agreement is not followed.

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6. If, at any point during the grant process, the scope of work changes (for example: the applicant desires for the approved design/materials/size/color to change, the project is unable to be completed as approved, etc), the applicant must contact the preservation planner immediately. Grantees are not authorized to make any changes to their approved scope of work without the review and subsequent approval of historic preservation staff. Failure to notify staff of desired changes in a timely manner may result in forfeiture of the grant in its entirety.
7. When work is completed, the grantee must contact Development Services and schedule an on-site inspection with the preservation planner. Same-day inspections cannot be guaranteed. Grant monies are ultimately awarded upon successful completion of approved work within the allotted time frame.

Grants are now awarded in a one-time application period. Applications will only be accepted once, in the fall, and successful applicants will have until **June 2, 2017** to complete their projects and have them inspected by staff.

**There will be no separate spring grant cycle.**

The application deadline is the last day that applications will be accepted. All information must be complete or the application cannot be considered. It is the applicant's responsibility to ensure the application is complete and clear as to the scope of work that is proposed. Applications should be returned to the Development Services office at 132 N. Main Street by 5:00 PM on this date. Grant recipients will be notified upon selection. Work may begin at that time.

All work must be completed, paid for, and inspected before the **reimbursement deadline** stated in the official award letter and contract. Inspection of the work must be scheduled with the preservation planner. This will be an on-site inspection and the property owner must be present. Same-day inspections are not guaranteed and should be scheduled by the grant recipient in advance of the reimbursement deadline.

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A complete application must include the following:

- A completed application form with detailed explanation of project;
- Price quotes from contractors (or a list of materials with price estimates) covering the full extent of the work;
- Certificate of Appropriateness application
  - Projects classified as Minor Works may be approved by Staff
  - Projects classified as Major Works will require full HPC review and approval. If this level of review is necessary, please be aware that the HPC has a separate deadline schedule which may prevent concurrent review and approvals of both the Certificate of Appropriateness and the grant application.
- Income documentation if low/moderate income homeowner. Refer to table of HUD figures for Median Family Income (attached) to determine if you qualify. Income documentation must be provided or the application may not be considered for the low/moderate income status in the points table, see above. This information will not be revealed to the selection committee members and will only be used by staff to confirm that the requirements are met.

If you have any questions or need additional information, please contact the preservation planner at (704) 638-5324.

**DEADLINE FOR SUBMISSION OF COMPLETE GRANT APPLICATION:  
FRIDAY, OCTOBER 14, 2016**

**INCOME LIMITS FOR DETERMINING HISTORIC PRESERVATION INCENTIVE GRANT AWARDS**

The following tables represent the most recent HUD figures for Median Family Income (MFI) for Salisbury.

To determine eligibility for additional points under the Historic Preservation Incentive Grant Program, look in the column that corresponds to the number of members in your family and locate the income range in that column that represents your TOTAL FAMILY INCOME. The box on the far right gives the maximum city contribution and the amount of matching funds required of the applicant.

% of Median Family Income	Number of Members in Family							
	1		2		3		4	
50% and below	\$ 23,625.00		27,000.00		30,375.00		33,750.00	
50-60%	\$23,626	\$28,350	\$27,001	\$32,400	\$30,376	\$36,450	\$33,751	\$40,500
60-70%	\$28,351		\$33,075		\$32,401		\$37,800	
70-80%	\$33,076	to <b>\$37,800</b>	\$37,801	to <b>\$43,200</b>	\$42,526	to <b>\$48,600</b>	\$47,251	to <b>\$54,000</b>
80-90%	\$37,801	\$42,525	\$43,201	\$48,600	\$48,601	\$54,675	\$54,001	\$60,750
90-100%	\$42,526	\$47,250	\$48,601	\$54,000	\$54,676	\$60,750	\$60,751	\$67,500
100% and above	\$47,250		\$54,000		\$60,750		\$67,500	

Grant / Match	Max \$ from City	Points
75% / 25%	\$3,750	30
		25
		20
		15
50% / 50%	\$2,500	10
		5
		0

% of Median Family Income	Number of Members in Family							
	5		6		7		8	
50% and below	36,469		39,156.25		41,875.00		44,562.50	
50-60%	\$36,470	\$43,763	\$39,157	\$46,988	\$41,876	\$50,250	\$44,564	\$53,475
60-70%	\$43,764		\$51,056		\$46,989		\$54,819	
70-80%	\$51,057	to <b>\$58,350</b>	\$54,820	to <b>\$62,650</b>	\$58,626	to <b>\$67,000</b>	\$62,389	to <b>\$71,300</b>
80-90%	\$58,351	\$65,644	\$62,651	\$70,481	\$67,001	\$75,375	\$71,301	\$80,213
90-100%	\$65,645	\$72,938	\$70,482	\$78,313	\$75,376	\$83,750	\$80,214	\$89,125
100% and above	72,938		78,313		83,750.00		89,125.00	

Grant Match	Max \$ from City	Points
75% / 25%	\$3,750	30
		25
		20
		15
50% / 50%	\$2,500	10
		5
		0



City of Salisbury  
Development Services  
132 North Main Street  
Salisbury, NC 28144  
E: 1stop@salisburync.gov  
Ph. 704.638.5207  
Fax 704.638.8494

# HISTORIC PRESERVATION INCENTIVE GRANT APPLICATION

SHADED AREAS FOR STAFF USE ONLY

**NOTE TO APPLICANT:** PLEASE MAKE SURE APPLICATION IS COMPLETE WHEN SUBMITTED.  
INCOMPLETE APPLICATIONS CANNOT BE CONSIDERED.

**DATE SUBMITTED:** \_\_\_\_\_

## APPLICATION CHECKLIST

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Grant application                                     | <input type="checkbox"/> Itemized estimate <u>OR</u> a materials list including total project cost | <input type="checkbox"/> Complete Certificate of Appropriateness Application |
| <input type="checkbox"/> Photographs showing areas for repair or stabilization |  |  |

## PROPERTY INFORMATION

Rowan County Parcel ID: \_\_\_\_\_

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

Local Historic District: \_\_\_\_\_

## CONTACT INFORMATION

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

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

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

Low or Moderate Income (See Attached Income Limits):  YES  NO

## PROJECT DESCRIPTION

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

TOTAL PROJECT COST (Attach Itemized Estimate): \_\_\_\_\_

## SIGNATURE

*I certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the State of North Carolina, the standards of the Salisbury Land Development Ordinance, and the City of Salisbury Residential Design Guidelines, and the Secretary of the Interior's Standards for Rehabilitation. Submission of this application does not constitute award of a grant or issuance of a permit. The City of Salisbury reserves the right to request additional information to ensure complete review.*

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

## STAFF USE ONLY

A—Historic Significance		C—Project Cost	
B—Project Type		D—Income Level	

TOTAL (ALL ITEMS): \_\_\_\_\_



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# CERTIFICATE OF APPROPRIATENESS

SHADED AREAS FOR STAFF USE ONLY

FILING DATE:

Minor Work (staff)

CASE NUMBER:

Minor Work (committee)

Major Work (HPC): Owner Agent?  Yes  No

STAFF NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY:

APPROVAL DATE:

## CONTACT INFORMATION

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

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

\_\_\_\_\_ email: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## PROPERTY & PROJECT INFORMATION

Rowan County Parcel ID(s):

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

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIGNATURE

Additional information is attached to fully describe the appearance of the proposed work. This could include a site plan, elevations, sketches drawn to the approximate scale, basic dimensions, color samples, photographs, product brochures or other documents.

I am familiar with the Historic District Design Guidelines pertaining to my project.

I have completed the project checklist on the back of this form.

I am aware that Historic Preservation Commission (HPC) members, or staff, may enter upon private land at reasonable times to inspect the work or the site solely in performance of their duties.

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

Application Last Revised: AUG, 2016

PROJECT CHECKLIST

TYPE OF PROJECT :

REQUIRED SUPPORTING MATERIALS:

Tree Removal

- Site plan showing species and changes/landscape features
- Certified Arborist report for tree removal

Roofing

- Photos of existing
- Roofing material sample

Masonry repairs (foundations, chimneys, etc.)

- Photos showing existing conditions
- Material sample/information

Fences

- Site plan showing proposed location of fence
- Drawing or photos of fence style
- Fence material information/specs

Restoration of original architectural details

- Drawings
- Photos of existing non-original materials
- Documentation of original materials/design
- Material samples
- Specifications

Lighting fixtures

- Photos
- Fixture specifications

Front walk, driveway, and/or parking area  
(new or changes to existing)

- Site plan
- Photos
- Material specs/samples

Addition of accessory structure

- Site plan
- Photos
- Material specs/samples

Signs

- Plan of proposed sign
- Material specs/samples
- Dimensional drawings
- Photos

Demolition of any structure

- Photos of existing conditions
- Plan for site after demolition

Windows

- Photos showing existing conditions
- Elevation plan
- Window sample

Additions to primary structure

- Architectural drawings
- Elevation plans
- Material specs/brochure
- Site plan
- Photos of existing structure
- Material samples

New construction

- Architectural drawings
- Elevation plans
- Site plan
- Material samples