

DESIGN REQUEST FORM • FAÇADE

NC Main Street Façade Design Services

NC Department of Commerce • NC Main Street & Rural Planning Center

Complete & Return Form to:

Sherry Adams

Email: sadams@nccommerce.com

Mobile Phone: 828-747-8218

PROJECT LOCATION

Town Name: _____

County: _____

Street Address: _____

City: _____

Zip Code: _____

Latitude/Longitude: _____

You can easily get Latitude and Longitude info in Google Maps. If you right click on a point of interest and select 'What's Here?' the Lat/Long #'s will appear at the bottom of the window.

CONTACT INFORMATION

Main Street Program: _____

Name + Position/Title: _____

Email Address: _____

Phone Number: _____

[Check preferred contact method]

Property or Business: _____

Owner or Tenant's Name: _____

Email Address: _____

Phone Number: _____

[Check preferred contact method]

SCHEDULE

Are there any time constraints that the property or business owners are under, such as matching grants, contracts, or leasing the property?

YES

NO

Today's Date: _____

Target Due Date: _____

BUILDING DETAILS

Front Façade Faces: North
South
East
West

Date of Construction: _____

Located Downtown? YES
NO

In National Register Historic District?
YES NO

Contributing
Non-Contributing
Vacant
Occupied

Individually Listed on National Register?
YES NO

DESIGN REQUEST FORM • FAÇADE

DESIGN ELEMENTS • *lower façade*

What design services would you like to request? Check ALL that apply.

New Color Scheme [body color, primary/secondary trim]

Preferred Colors: _____

Least Preferred Colors: _____

New Awning

Striped Solid Design on Awning

Additional Comments: _____

New Signage

3D Letters 2D Letters or Blade Sign

Do you have an existing brand or logo that you would like incorporated into the conceptual rendering? YES NO

If YES, please email a copy of the logo in a .jpeg format.

New Doors

Additional Comments: _____

Storefront

Restore Existing or Replace Existing

Additional Comments: _____

Lighting

Additional Comments: _____

Transom

Restore Existing or Replace Existing

Additional Comments: _____

Bulkhead

Restore Existing or Replace Existing

Additional Comments: _____



photos for illustrative purposes only • your historic façade will vary

DESIGN REQUEST FORM • FAÇADE

DESIGN ELEMENTS • *upper façade*

What design services would you like to request? Check ALL that apply.

New Color Scheme [body color, primary/secondary trim]

Preferred Colors: _____

Least Preferred Colors: _____

Upper Cornice

Restore Existing or *Replace* Existing

Additional Comments: _____

Upper Story Windows

Restore Existing or *Replace* Existing

Additional Comments: _____

Lighting

Additional Comments: _____

Signage

3D Letters 2D Letters or Blade Sign

Additional Comments: _____



VISION • *front façade*

Please provide additional comments about your vision for the façade.

photos for illustrative purposes only • your historic façade will vary

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BUDGET

Is there a budget for the project you're willing to share? \$ _____

Is the property owner considering Historic Tax Credits? YES
NO

Are the conceptual Façade Improvements for another grant application? (i.e. Façade Incentive Grant from your local Main Street Program, City, Main Street Solutions Funding, etc.) YES
NO

If YES to above, please provide name of grant:

What type of match is provided? i.e. 50/50, 60/40, etc. _____

What is the maximum match? \$ _____

If this is a part of a Façade Incentive Matching Grant program does this grant allow for signage? YES
NO

If this is a part of a Façade Incentive Matching Grant program will the grant pay for signage on the building? YES
NO

ADDITIONAL INFORMATION

The NC Main Street staff reserves the right to decline any request, particularly for rear or side renderings of buildings. Unless the rear/side facades are a primary focus of the building or have a higher impact than the front façade these drawings are not the most efficient use of our resources.

Before completing this form please be advised of the following:

- When UNC-G reaches out to you be considerate and respond in a timely way. We ask that you respond within a week and if you fail to do so you could lose your place in the queue.
- UNC-G Main Street Fellows are doing conceptual renderings. Most façade renderings can be used as is depending on the request, but these exceptional students are not licensed architects. They are working hard to provide these renderings which may be used as a starting point for engaging local design firms who are licensed if the project is on the scale that needs additional architectural assistance such as for a tax credit project. Please be cognizant of this when working with UNC-G. **Again, this service is estimated at a \$2,000 value per rendering.**
- After receiving a draft of the rendering, you may ask for one revision before it is finalized. They cannot continue making revisions as doing so takes time from other projects in the design queue and we at the NC Main Street & Rural Planning Center must be cognizant of serving all our NC Main Street and Small Town Main Street programs.

The NC Main Street staff reserves the right to decline any request.

REQUIRED PHOTOS

- Digital photographs of the property's façade and architectural details **MUST** be included.
- Images are sent as .jpgs at a minimum of 300 dpi.
- PLEASE take photos of the complete façade straight on **without cars or any other obstructions in front of the façade.**
- Include close-up photos of architectural features, windows, doors, bulkheads, etc.
- The more details that you can include the more helpful
- Email photos to:
sadams@nccommerce.com
DO NOT send via drop box or any other method

HISTORIC PHOTOS

If there are existing historic photos/post cards of the buildings, please include copies of those. If the property is a part of a National Register District or Individually listed photos may be obtained through the State Historic Preservation Office:

<http://www.hpo.ncdcr.gov/INR-PDFs.html>



