DESIGN REQUEST FORM •

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

1100001	-00/111011
Town Name:	
County:	
Street Address:	
City:	
Zip Code:	
, 0	e and Longitude info in Google Maps. If you right click select 'What's Here?' the Lat/Long #'s will appear at the
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?

Contributing

Non-Contributing

Vacant

Occupied

Individually Listed on National Register? YES NO



DESIGN ELEMENTS • lower façadeWhat design services would you like to request? Check ALL that app

design services v	would you like	to request? Offect AL	.с шагарріу.
New Color Sche	eme [body colo	or, primary/seconda	ry trim]
Preferred Colors	S:		
Least Preferred	Colors:		
New Awning			
Striped	Solid	Design on Awning	
Additional Comn	nents:		
New Signage			
3D Letters	2D Letters	or Blade Sign	
Do you have an e	existing brand o	r logo that you would	like
incorporated into If YES, please em	•	endering? YES logo in a .jpeg format.	NO



New Doors

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 ELEMENTS • upper façadeWhat design services would you like to request? Check ALL that apply.

	New Color Scheme [body color, primary/secondary trim]	windows
	Preferred Colors:	signage
	Least Preferred Colors:	lighting
	Upper Cornice Restore Existing or Replace Existing Additional Comments: Upper Story Windows Restore Existing or Replace Existing	128 WEST MAIN
	Additional Comments:	
	Lighting	coping
	Additional Comments:	coping
VIS Please	Signage 3D Letters 2D Letters or Blade Sign Additional Comments: SION • front façade provide additional comments about your vision for the façade.	window hood window signage
		photos for illustrative purposes only • your historic façade will vary





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.) If YES to above, please provide name of grant:	YES NO
What type of match is provided? i.e. 50/50, 60/40, etc	
What type of match is provided? i.e. 50/50, 60/40, etc What is the maximum match? \$	
	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.

REQUIRED PHOTOS

- Digital photographs of the property's façade and architectural details MUST be included.
- Images are sent as. jpegs 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/NR-PDFs.html.





Lenoir City Hall Archival Photos + Post Card

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

CHECKLIST

Items you **MUST PROVIDE** to complete request. Failure to do so could delay response time to this request. Please check above to make sure you have completed the following:

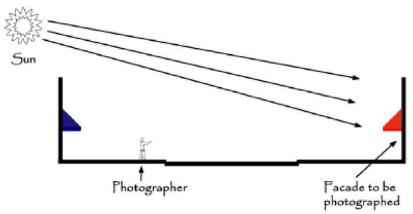
Property Address + Building Details

Contact Information

Design Elements + Preferences

If you are asking for a rear and side façade rendering as well, make sure you have included photographs of these facades as well but please see information at right to make sure your request for this service qualifies before submitting.

QUALITY Photos SEE DIAGRAM BELOW ON HOW TO TAKE QUALITY PHOTOS



Make sure to take photos without obstacles in front such as cars. Get straight on shot of the entire building of 300 dpi resolution. If asking for side and rear façade rendering, please include a full straight on shot without obstacles in front.

Photos of architectural details

300 dpi .jpeg format EMAILED to Sherry Adams, sadams@ nccommerce.com - may send in batches but please number and on final email say FINAL in subject line. If you have issues with determining the Latitude/Longitude of your property you may email either Sherry Adams at sadams@nccommerce.com or Glen Locascio at glocascio@nccommerce.com; Sherry Adams mobile number: 828-747-8218.

REAR/SIDE FAÇADE

Rear Façade or Side Façade Rendering: PLEASE DO NOT request this service unless the side or rear is a primary entrance or focus. Call or email Sherry Adams if you have questions regarding a rendering for read or side entrances.

**additional photos will need to be provided if including rear or side façade design.

Side Rendering

Rear Rendering

Describe your preferences for the rear or side façades below:

