

DESIGN REQUEST FORM

UPPER STORY INTERIOR DESIGN

NC Main Street Upper Story 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

CONTACT INFORMATION

Main Street Program: _____

Name + Position/Title: _____

Email Address: _____

Phone Number: _____

Have you identified upper floor residential development as an economic development strategy? YES
NO

If "yes," provide the following details for upper floor residential:

PROPERTY 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.

Property Owner's Name: _____

Email Address: _____

Phone Number: _____

Do you have a developer for your upper floor project(s)? YES
NO

If "yes," name the developer: _____

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: _____

In National Register **Historic District?**

YES NO

Contributing

Non-Contributing

Individually Listed on National Register?

YES NO

Is it **locally designated** as a Historic Landmark or **within a local Historic Overlay District?**

YES NO

Pursuing **Historic Tax Credits?**

YES NO

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ARCHITECTURAL ELEMENTS • *upper story*

• Existing window locations:

Front Rear Side Other
 Additional Comments: _____

• Existing window materials/condition:

Wood Metal Original Replacement
 Additional Comments: _____

• Does the upper story have skylights or lightwells?

YES NO
 Additional Comments: _____

• Is there an exterior entrance to the upper story?

YES NO
 Additional Comments: _____

• Number of staircases to upper story:

1 2 3 More
 Locations: _____

• Condition of existing stairs:

Excellent Good Fair Poor
 Additional Comments: _____

• Existing walls:

Brick Plaster Drywall Other
 Additional Comments: _____

• Other existing elements (describe): _____

UPPER STORY DETAILS

Approximate Square Footage by Floor:

1st Floor: _____

2nd Floor: _____

Current **Condition** of Upper Story:

POOR

FAIR

GOOD

EXCELLENT

Are there **hazards or hazardous materials?** (i.e. unsafe flooring/ ceiling, dead or alive animals like pigeons, mice, etc., pigeon guano, mold, unsafe staircase, etc.)

YES

NO

If "yes," describe: _____

Are there any **existing uses of the upper floor?** (even storage)

YES

NO

If "yes," describe: _____

Will there be any **changes to 1st floor structure or tenants?**

YES

NO

If "yes," describe: _____

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Describe former use of upper story: _____

What is the target demographic for the property? _____

VISION • *upper story*

Please provide additional comments about your vision for the upper story

ADDITIONAL INFORMATION

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 UNCG. **Again, this service is estimated at a \$2,000 to \$5,000 value per design.**
- After receiving a draft of the design proposal, 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.

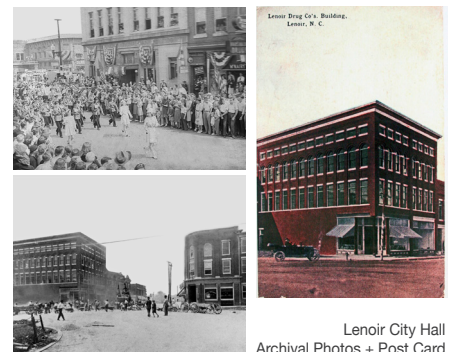
REQUIRED PHOTOS

- Digital photographs of the property's interior and exterior **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/NR-PDFs.html>



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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:

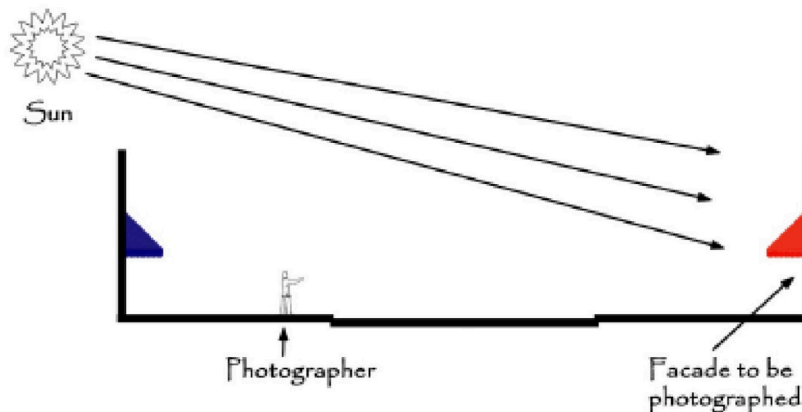
Property Address + Building Details

Contact Information

Description of Existing Conditions

If you are asking for a rear and side façade rendering as well, make sure you have included photographs of these façades 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.