

CITY OF FOLEY  
NATIONAL REGISTER AND LOCAL DOWNTOWN  
HISTORIC DISTRICTS & MAIN STREET DISTRICT FOLEY  
DOWNTOWN OVERLAY DISTRICT

~~April 10,~~  
~~2024~~ September  
2025

-Incentive Façade Grant  
Program –

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on existing commercially zoned buildings and businesses located within the City of Foley's Local Historic District, National Historic Districts & the Foley Downtown Overlay District Main Street District. This program excludes Residential or Industrial zoned properties, with the exception of mixed use/joint occupancy structures, in the Districts. The boundaries of these districts may change over time or the geographic footprint of the area eligible for the program could change via council action. The Incentive Grant program will adjust accordingly to those geographic footprints based on council action. ~~These districts may grow or shrink over time or the geographic footprint of the area eligible for the Program could change via council action and the Incentive Grant program will tie to those geographic footprints as they change.~~

The City of Foley's design standards and recommendations for approval for the districts are as follows:

- Local and National Historic Districts: the standard for design is based on the Foley Historical Commission Design Guidelines.
- Foley Downtown Overlay District (outside of the National Register and Local Historic Districts) projects are approved by the city.

~~For the City of Foley's Local and National Historic Districts: the standard for design is based on the Foley Historical Commission Design Guidelines. Within the Foley Main Street District, outside the National Register and Local Historic Districts, those projects are approved by the city. The intent of the grant program is to encourage appropriate revitalization to as many private properties in the Districts as possible. Projects for structures located within the defined Districts on commercially zoned properties within the defined Districts, identified by maps available on the website (<https://cityoffoley.org/community-development/>) from the Foley Community Development Department, are eligible to apply for grants.~~

Eligible work may include any exterior improvements deemed acceptable by the Foley Historical Commission, or City Council as appropriate. A wall mural can qualify as an improvement. However, the mural must abide by the Mural & Street Art Project Guidelines, the Mural and Public Artwork City Ordinance ~~mural and public art guidelines, the mural and public artwork city ordinance,~~ as well as the incentive grant guidelines.

Inside:

- Grant Guidelines
- Acknowledgement & Agreement Form
- Application Checklist
- Certificate of Appropriateness Checklist
- District Map
- Façade Grant Reimbursement Request Document
- Payment Release

## GUIDELINES

### CITY OF FOLEY NATIONAL AND LOCAL HISTORIC DISTRICTS & MAIN STREET DISTRICT INCENTIVE GRANT PROGRAM GUIDELINES

~~April 10,~~  
~~2024~~—~~SEPTEMBER~~  
~~2025~~

#### I. GENERAL

The Incentive Grant Program provides financial assistance for exterior appearance improvement projects on existing buildings located within the City of Foley's Local Historic District, and National Historic District & Foley Downtown Overlay District Main Street District.

#### II. ELIGIBLE PROPERTIES

- A. Projects for structures located within said Districts are eligible to apply for grant funding.
- B. ~~Property must be either owner-occupied or tenant-occupied. If the property is tenant-occupied, the applicant must obtain written approval from the legal owner of the property, as listed recorded in the Baldwin County Property Records, authorizing the tenant to do the proposed work and participate in the program. Additionally, the legal owner must agree provide permission for the work and must agree to maintain the maintenance of the property regarding the grant-assisted work. in accordance with the requirements of the grant assisted work.~~

#### III. GUIDELINES

- A. Approval by the Foley City Council, after review and recommendations from the Foley Historical Commission, is required for projects within the National Register and Local Historic Districts. The Historical Commission will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. ~~The applicant may move forward with construction once approval has been granted by the Foley Historical Commission. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is no guarantee the grant will be approved.~~
- B. Approval by the Foley City Council after review and recommendations from the CDD Planning and Development Services is required for projects within the Foley Downtown Overlay District Main Street District outside the National Register and Local Historic Districts. The CDD Planning and Development Services will review and make appropriate recommendations to the Foley City Council. City Council will make the final decision. ~~The applicant may move forward with construction once approval has been granted by the Planning and Development Services Community Development Department. However please note if construction begins prior to Council approval, it is done at the risk of the applicant. Until City Council takes action, there is no guarantee the grant will be approved.~~
- C. Grants are issued on a first-come, first-served basis subject to funding availability.
- D. Project expenses incurred prior to City Council approval of the project are not eligible for reimbursement.
- E. Projects ~~must commence within 90 days of City Council approval and~~ must be

completed ~~within no more than 6 months from start of work~~ 6 months from the date of Council approval. One request for an extension of 90 days may be approved by staff. Additional extension requests must go to City Council for review.

- F. The minimum grant amount is \$1,000 and the maximum grant amount shall be the greater of either \$5,000, or the mathematically calculated grant amount as defined by the equation, as  $\$5.00 \text{ per square foot of facade facing a named public right-of-way} \times \text{number of square feet of facade facing a named public right of way} = \text{maximum grant amount}$ . Front Facade square footage is measured and defined by the City of Foley Building Department Community Development Department. Regardless of maximum grant amount, all grants must be matched dollar for dollar by the applicant to secure grant dollars.
- G. A separate \$500 fee may be needed required depending on the scope of work. If needed it must be allocated from property owner for an architectural consultation and rendering of the project, depending on the scope of work. If needed it must be allocated from property owner.
- H. Funding request for work complete before the total project is complete will not be considered.
- I. Regardless of whether applied for by Tenant or Building Owner, grants for a specific building cannot be re-applied for within five years from City Council approval. This is applicable to all addresses, including tenants, in a single structure, and grant awards cannot exceed the total maximum allowed for the five year period.
- J. The applicant, business owner if different, and property owner must be current on all taxes, fees, and not have debts in arrears to the City. This is looked at on a city-wide basis, including all other business entities and/or other properties.
- K. Applicants may be prohibited from applying to future facade grants if guidelines are not followed.

#### IV. APPLICATION PROCESS

- A. ~~If in the Properties located in the~~ Historic Districts: submit the application must be submitted to the Foley Historical Commission via the Citizenserve online permitting portal. The Certificate of Appropriateness ~~(See attached checklist for certificate of appropriateness which must be completed simultaneous with or prior to grant application)~~
- OR -
- ~~If Properties located only in the Main Street Local Downtown Overlay~~ District: submit the application to the CDD Planning and Development Services via the Citizenserve online permitting portal.
- B. ~~In Citizenserve, you will submit the following:~~ Documentation required to be submitted in Citizenserve with the application:
1. Incentive Grant Application
  2. Signed written approval from the property owner authorizing the tenant to do the proposed work. The written approval must include the applicant's name, applicant's business name, and the address of the property.
  3. ~~Two (2)~~ Three (3) separate contractors' bids dated within 60 days of application submission; itemization on bid must include a detailed description, cost of materials, and cost of labor for each item.
  4. Signed Acknowledgement and Agreement
  5. Before photos of property to be improved
  6. Completed Certificate of Appropriateness

7. ~~If a mural,~~ For murals, then a completed Foley Main Street Downtown Mural & Street Art Project Contract and Release.
8. Renderings, descriptive information on the design / improvements and products to be used.

## V. PROJECT

- A. All work must comply with City, State, and Federal Regulations.
- B. Applicants, or hired contractor, will be responsible for obtaining necessary regulatory approvals, building permits, sign permits, and other necessary permits from the City of Foley. These can be obtained from the Building Department via the Citizenserve online permitting portal.
- C. One of the three (3) contractor bids provided with the application must be used to complete the work stated within the application.
- D. Contractor completing the project must hold current & appropriate State License and City of Foley Business License.
- E. Construction specifications and work completed must comply with all applicable building and occupancy codes.
- F. Applicant's payments to contractors or other vendors must be made by check or credit card. Cash payments will not be reimbursable.
- ~~G. Construction projects require building permits.~~
- ~~H. Signs require permits.~~

~~These items may be obtained from the City of Foley Community Development Department via the Citizenserve online permitting portal.~~

## VI. REIMBURSEMENT PROCESS

Reimbursement will occur after:

1. Project completion and final inspection (the project must pass inspection) by a member of the City of Foley Building Department ~~Community Development Department~~ and a Council Member is required prior to reimbursement.
2. Reimbursement shall be made only on improvements specifically approved as part of the grant. If an item that was approved is not completed or does not pass inspection, then the grant funding will be decreased by the amount of that item. The amount of reduction will be based on the itemized bid provided by the contractor that is used on the project.
3. Submission of reimbursement request along with reimbursement documentation to include final itemized invoices and proof of payment. Proof of payment includes a cleared check, detailed credit card receipt, or contractor vendor receipt detailing payment and the amount shown on the proof of payment must agree with the amount listed on the provided invoices (this can include multiple payments to one vendor; however, the total of those payments must equal the total of the invoice). All documentation must be submitted with 30 days of project completion and final passing inspection. Cash payments will not be reimbursable under this grant.
4. The applicant will be reimbursed by check within 30 days of receiving complete reimbursement documentation. Contractors and vendors will not be reimbursed directly.
5. A city representative will contact the applicant to let them know the reimbursement check may be picked up at City Hall. A release of lien will be required to be signed at the time of check pickup.
6. Projects are not guaranteed funding until the project has passed inspection and all

supporting reimbursement documentation has been received, reviewed and verified. Certain work may be withdrawn if any portion of a project changes substantially from what was approved by the Historical Commission and/or City Council.

7. The City of Foley has the right to request additional reimbursement documentation and/or hold, deny, or partially pay reimbursements based on the information provided with the reimbursement. The documentation provided must adhere to and satisfy the requirements set forth by governmental accounting standards, applicable laws, and rigorous audit protocols to ensure compliance, transparency, and fiscal accountability.

~~1. Submission of final invoices with proof of payment.~~

~~2. If progress payments are requested, reasonable invoices must be shown and inspection of progress is required. 20% of grant funds will be retained until completion of work. Payment of invoice may be requested paid by joint check to contractor and property owner.~~

This page must be printed, signed by Applicant and both the Business Owner and Property Owner. It must be uploaded during the online application via Citizenserve.

**Acknowledgement and Agreement**

My signature acknowledges the following:

Façade changes will be in accordance with appropriateness as determined by the City of Foley Historical Commission for projects within the National or Local Historic Districts, or as determined by the City of Foley if the business resides only in the Foley **Downtown Overlay District** ~~Main Street District~~.

The project ~~will begin within 90 days of grant approval and will~~ must be completed within 6 months of ~~beginning work~~ from the date of Council approval. A notification that work has begun should be provided to ~~the Building Department~~ **Community Development Department** in order to accurately track completion requirements.

Reimbursement will occur after project completion and upon submission of appropriate forms and documents as outlined in the guidelines. I understand that the City of Foley has the right to hold, deny, or partially pay reimbursements requested based on the information provided with the reimbursement. If the reimbursement materials are not satisfactory to staff, additional information may be requested. Failure to provide documentation acceptable to staff could result in a partial payment or complete denial of the reimbursement.

Work completed prior to grant approval is not eligible for funding. All required permits are the responsibility of the owner/applicant.

All required permits are the responsibility of the owner/applicant.

It is expressly understood and agreed that the applicant will not seek to hold the City of Foley, the Foley Historical Commission, ~~or the Foley~~ **Planning and Development Services**, ~~or the Building Department~~ **Main Street Organization** and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to this Incentive Grant Program.

Signed \_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Business Owner

Date \_\_\_\_\_

In addition to my agreement with the above statements, I provide my express permission for the work to be done and agree to the future maintenance of the property regarding the grant-assisted work.

Signed \_\_\_\_\_  
Property Owner

Date \_\_\_\_\_

### Façade Grant Checklist

If your business or building is in the Historic Districts: All of the following must be included in order to be considered for the grant.

If your business or building is only in the **Foley Downtown Overlay District** ~~Main Street District~~: All of the following must be included except the COA in order to be considered for the grant

~~Contact the City Community Development Department to apply to the Foley Historical Commission.  
Phone 251-952-4011.~~

### Certificate of Appropriateness:

- Certificate of Appropriateness application (submitted online via Citizenserve)
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used

### Grant Submission Package to be submitted online via Citizenserve:

- Completed Grant Application will require the following information:
  - Property Address
  - Business Name/Type/Years in existence
  - National Register **Historic District?** Contributing or non-contributing?
  - Local Downtown Historic District? **Contributing or non-contributing?**
  - ~~Main Street District?~~ **Foley Downtown Overlay District?**
  - Expected effect of project on business
  - Why you need/want the grant
  - Project expected cost and Start/Completion dates
  - Maximum grant amount available for property
  - Grant amount being requested
- Photo or sketch of existing façade and sketch or rendering of proposed façade renovation
- Historic photographs if available
- Written description of the changes including materials to be used



- Signed Acknowledgement and Agreement
- Contractor's Bid

**Process following the meeting:**

- Foley Historical Commission provides approved COA and Recommendation for grant funding for requests within the Historic Districts ~~-OR- CDD the~~ Planning and Development Services provides recommendation for grant funding for requests in the Foley Downtown Overlay District Main Street District only.
- City Council Approval
- ~~Notification to CDD Foley Building Department of Work Start Date within 90 days of Council action~~
- Notification to ~~CDD~~ Foley Building Department of Work Completion Date within 6 months of work start date



## Façade Grant Reimbursement Request Documentation

Façade Grant Applicant: \_\_\_\_\_

Address of Façade Grant: \_\_\_\_\_

Date Project Approved by Historic Commission: \_\_\_\_\_

Date Project Approved by City Council: \_\_\_\_\_

Maximum Amount of Façade Grant Approved: \_\_\_\_\_

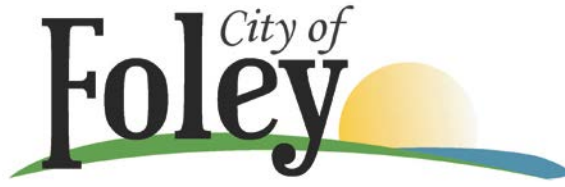
List Invoices for Reimbursements

| Date                                    | Vendor | Copy of Invoice | Copy of Payment (Check or CC) | Amount |
|---|--------|-----------------|-------------------------------|--------|
|   |        |                 |                               |        |
|   |        |                 |                               |        |
|   |        |                 |                               |        |
|   |        |                 |                               |        |
|   |        |                 |                               |        |
|   |        |                 |                               |        |
| Total of Invoices Submitted             |        |                 |                               |        |
| 50% of the Invoices Submitted           |        |                 |                               |        |
| Maximum Amount of Façade Grant Approved |        |                 |                               |        |
| Amount to be Reimbursed                 |        |                 |                               |        |

I understand that the City of Foley has the right to hold, deny, or partially pay reimbursements requested based on the information provided with the reimbursement. If the reimbursement materials are not satisfactory to staff, additional information may be requested. Failure to provide documentation acceptable to staff could result in a partial payment or complete denial of the reimbursement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## PAYMENT RELEASE

The façade grant between the City of Foley and \_\_\_\_\_ is complete.

The City of Foley has provided a reimbursement of \_\_\_\_\_

(\$\_\_\_\_\_) for the improvements to the property at \_\_\_\_\_.

This has been paid in full and satisfies all requirements of the façade grant.

The undersigned hereby accepts draft or drafts as final payment of the consideration set forth above.

**ACCEPTED BY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**WITNESS #1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**WITNESS #2**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name