



Downtown Development Authority
City of Stone Mountain, Georgia
875 Main Street, Stone Mountain, GA 30083

DOWNTOWN ENHANCEMENT GRANT PROGRAM GUIDELINES AND APPLICATION

Administered by the City of Stone Mountain Downtown Development Authority

Project Eligibility:

The Downtown Development Authority may support qualified economic development projects with funds for certain physical improvements to eligible buildings within the district. These funds are granted only in consideration of major capital investments by private enterprises that may otherwise be cost-prohibitive due to the age, condition, or unique characteristics of the building, or any other conditions that might prevent a business from occupying space. The proposed program seeks to increase economic activity in Downtown Stone Mountain by incentivizing the creation of safe and attractive spaces that house viable businesses.

Eligible projects should visibly improve the unique historic character of the storefront or back entryway or allow the non-conforming storefront to better fit within the historic area. All work must be aligned with the Secretary of the Interior's Standards for Rehabilitation (see attached).

Eligible Projects Example / Grants are available for permanent, exterior repairs, outdoor beautification and renovations including:

- Appropriate signage
- Awnings
- Exterior painting and Façade improvements
- Door, and storefront or back entry feature restorations and changes
- Landscaping
- Window replacement, coverings and tinting
- Murals
- Patio shading, patio additions or expansions
- Outdoor seating
- Exterior lighting, including string lighting.
- Exterior planters
- Additional projects may be considered with proper justification.



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Ineligible projects:

- General maintenance other than painting
- Roofs
- Personal property equipment
- Vinyl siding
- Indoor renovations
- Security systems
- Nonpermanent fixtures
- Billboards
- Equipment rentals
- Fees and permits.

Program Guidelines / The following rules would apply to all grant funds.

- a. The business is physically located within the downtown development area of the City of Stone Mountain.
- b. The business possesses a valid business license issued by and that was in good standing with the City of Stone Mountain as of August 1, 2024; Applicants must not be delinquent on payments of any City of Stone Mountain taxes, fees, or fines or have any active city code enforcement violations at the time of the application.
- c. Priority will be given to renovations designed to increase pedestrian activity and economic vitality.
- d. Proposed work must follow all applicable local zoning, life safety, and building codes.
- e. Requests for funds must be made via forms provided by the DDA at least two weeks prior to the next regularly scheduled DDA Board meeting, where applicants must present the project in person. Building tenants must have the property owner's permission to apply.
- f. Work may not begin until designs are approved by the DDA Board and the requirements for all applicable local permits are met.
- g. The DDA requires a dollar-for-dollar match, and will typically cap the DDA funding to \$10,000.00, however, exceptions may be granted to increase project funding above the set cap for reasons deemed compelling by the DDA.



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- h. Funds from the DDA will be provided only after all work is verified to conform with the approved project plans and after a review of project invoices.
- i. *Projects are reviewed on a first-come, first-served basis. Funding levels for the program are determined by the DDA Board on an annual basis. Once funding is exhausted, applicants must wait until the next fiscal year to apply, unless the DDA Board elects to allocate additional funds to the program.
- j. The grant request is subject to denial if all applicable procedures are not followed.
- k. Grant is void if approved work has not begun within six months of approval by the DDA, unless an extension is requested.
- l. Construction, installation, and maintenance of the project is solely the responsibility of the applicant.
- m. The DDA Board may, at its sole discretion, deny the funding of any application or project.
- n. Upon reasonable request by the DDA, update the application and document submissions, including certification of completion of the proposed project work, paid receipts, and lien waivers.
- o. Upon advanced notice by the DDA, provide the DDA access to conduct a site visit of the project during the grant term.

Minimum qualifying application and document submissions that businesses must satisfy as a prerequisite to obtain a grant from the DDA:

- a. Name of the business, including name of legal entity and trade name, if any.
- b. Contact information about business owners and addresses of business.
- c. A brief statement of project work and need, including, but not limited to copies of drawings, plans, specifications; identification of all contractors or vendors; timelines of commencement and completion; and outline of all required permits or other approvals.
- d. Grant amount requested and intended use of grant funds.



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- e. If applicable, date and proof of incorporation with the State of Georgia (e.g., copy of Articles of Incorporation or screen shot of filing status Georgia Secretary of State website at ecorp.sos.ga.gov/BusinessSearch).
 - f. Date of issuance and proof of current business license issued by the City of Stone Mountain.
 - g. Proof of location and length of operation of the business within the downtown development area of the City of Stone Mountain if different from current business license issued by the City of Stone Mountain (e.g., copy of lease agreement or utility bill).
 - h. Statement as to ownership or lease rights in the physical location of business, including whether the business is in good standing and compliance with any mortgage or rent obligations as of August 1, 2024.
 - i. Consent of landlord and/or property owner of the physical location of business, if applicable.
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HOW DO I SUBMIT MY APPLICATION:

First schedule a conversation with Maggie Dimov, DDA Director, to confirm if the property you will be renovating is within the Stone Mountain DDA district. Then contact Theresa Hamby at thamby@newsouthassoc.com, (770-498-4155) to talk about your project and determine if a Certificate of Appropriateness is needed.

Applications and accompanying documents should be hand delivered to Stone Mountain City Hall or submitted by mail to: DDA, City of Stone Mountain, 875 Main Street, Stone Mountain, GA 30083. You can also email your application package to Maggie Dimov, DDA Director- mdimov@stonemountaincity.org and CC the DDA Chairperson, Carl Wright- cdubs0324@gmail.com.

APPLICATION AND SUPPORTING DOCUMENTS:

You can find the application listed at the end of this document. Complete the application and provide supporting documentation about your project: vendor's quote, photos/drawings, copy of a business license (or other information requested by the DDA).



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HOW WILL MY APPLICATION BE EVALUATED?

- Applications submitted for the grant will be evaluated for approval based on the following points:
- The extent of the overall proposed project and if the work advances the goals of improving the building's appearance.
- Whether or not applicant is using local businesses for the design work
- The impact of the project on the downtown streetscape
- The original condition of the building and the need for the proposed change
- The extent to which the original building features and/or significant modifications are preserved.
- The removal of historically inappropriate alterations
- The prominence of the building
- The quality of the proposed work
- Frequency of grants requested; so that funds may be available to assist as many properties as possible.

HOW WILL I FIND OUT IF I HAVE BEEN APPROVED?

The Executive Director will review the application then make a recommendation to the DDA Board of Directors to approve. You will receive in writing a formal acceptance letter stating the amount that you have been awarded by the Grant Program, or you will receive a letter stating the grounds on which your application was denied.

ONCE I HAVE BEEN APPROVED HOW DO I GET MY MONEY?

You have six months from your date of approval of your grant to complete the work. If work is not completed within six months the grant will become void. Once work is complete a member of the Board and the Downtown Development Director must conduct a final inspection before grant funds are paid. The following must be submitted:

- Grant Project Expense Report for the work approved for the grant detailing the name, date paid, amount paid, and description of the work performed for all vendors and contractors.
- Receipts and invoices with evidence of payment for the Grant Project Expense Report.
- Report by the Downtown Development Director to the DDA
- Before and after photographs of completed work.

Thank you for your interest in our city!



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THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

Standard 1: A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

Standard 2: The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Standard 3: Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Standard 4: Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

Standard 5: Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Standard 6: Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

Standard 7: Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Standard 8: Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

Standard 9: New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the size, scale, and architectural features to protect the historic integrity of the property and its environment.

Standard 10: New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.



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ENHANCEMENT GRANT APPLICATION

Please read the Enhancement Grant Guidelines before completing the application. Please type or print all entries.

Applicant Information:

Business Name:
Contact Name:
Business Address:
City, ST, ZIP:
Telephone:
Email:

Property Owner Information (if different from Applicant).

Property Tax Parcel ID for project location:
Property Owner:
Mailing Address:
City, ST, ZIP:
Telephone:
Email

Project Description. Check box () and attach Historic Preservation Commission approval if needed.

Estimated Cost of Project (attach detailed budget): \$ _____

Amount of Façade Grant Requested (See Guidelines): \$ _____

I have read the guidelines and affirm that to the best of my knowledge all the entries on this application are accurate and true.

Name & Signature of Applicant: _____

Name & Signature of Owner (if different from applicant): _____
