



TOWN OF NORTH WILKESBORO

P. O. Box 218

North Wilkesboro, NC 28659

E-mail: townhall@north-wilkesboro.com

Bus: (336) 667-7129

Fax: (336) 838-1779

Landscape Assistance Grant:

The mission of the Landscape Grant is to enhance the quality of North Wilkesboro businesses, thereby enhancing the town as a whole. With that said, the architectural and landscaping quality of North Wilkesboro businesses is important to the entire town, its history, image, and economy. The purposes of the Landscape Grant are as follows:

1. *Promote landscape beautification in North Wilkesboro.*
2. *Preserve the unique character of North Wilkesboro.*
3. *Encourage the use of quality material(s) in the renovation of LAG funded projects.*
4. *Promote Green and environmentally friendly principles throughout North Wilkesboro.*

There is currently a Business Assistance Grant (Façade & Landscaping Grant) offered through the Historic Downtown North Wilkesboro for downtown businesses only; so, the Landscape Grant is specifically targeting the remainder of the businesses within the Town of North Wilkesboro's city limits and excluding the businesses in the downtown area. For matters of equity, this grant has been established to mirror the downtown Business Assistance Grant. The application below must be completed in full and submitted by no later than December 18, 2009. Any application submitted after that date will be excluded from review and consideration for the Landscape Grant.

Project Eligibility:

Any businesses and/or building owners that are located within the town limits of the Town of North Wilkesboro and outside of the downtown business district are eligible to apply. If you have any eligibility questions or need help in completing the application, please feel free to email or call Sam Hinnant at the Town of North Wilkesboro. Businesses must be properly licensed through the Town, and must be of permitted/conforming use within their respective zoning districts. Applications will not be accepted from property owners (and tenants of property owners) who are delinquent on their property taxes. Tenants must have the property owner's express written permission attached to the application. Applicants must not have any outstanding code violations or code liens.

Additionally, applicants must be current with their occupational licensing requirements. The Landscape Grant will only allow one grant per location per year. Property owners who own more than one building/business applying for the Landscape Grant may only apply for one project/grant and NO more, per granting year! Multiple applications or projects by the same owner will disqualify all applications from consideration. Priority will be given to visible projects having a major or substantial impact on North Wilkesboro.

The Landscape Grant is intended for commercial properties, and projects that are high impact, and have benefits for the community as a whole. Although not absolutely necessary, projects that are located on a primary road(s) will be considered with more weight.

Eligible Improvements:

The Landscape Grant will provide matching funds of up to \$5,000.00 per project for exterior (street side) landscaping improvements that introduce or upgrade the landscaping. These improvements must be consistent with and further the implementation of the Zoning Ordinance (Article IX, Sections 9.2-9.8), and the Town of North Wilkesboro's Comprehensive Plan. The Zoning Ordinance can be accessed by going to the Town of North Wilkesboro's Planning Department website at: <http://www.north-wilkesboro.com/planning/>. At this time the grants are eligible for commercial/business properties only, NO RESIDENTIAL USES. Next year, if the program is deemed worthwhile, then the grants may be eligible for use by residential property owners, but not at this time. Funds may be used for, but are not limited to, the following types of improvements:

1. Landscaped Parking Areas
2. Buffer Zones
3. Business Roadsides

****Site Plans are not an eligible expense for reimbursement****

Available Funding and Matching Requirement:

The Town of North Wilkesboro's Landscape Grant will be funding **two grants** for landscaping projects that fit the guidelines and improve the quality of life within North Wilkesboro. The maximum amount of funds at the Landscape Grant's disposal is \$10,000; therefore, it will be determined by the advisory board as to how the funds will be dispersed, in order to provide the greatest benefit for the town. For example, the two grants might not utilize the full \$5,000. The grants are for up to \$5,000, lending a total project total of \$10,000. Every application that is accepted for funds, must match the amount of the grant, which is a **50% match**. If the proposed landscaping (using public money) brings the property into compliance with current zoning requirements, then the current and future property owners shall be held to the standard zoning requirements.

Site Plans:

A fully dimensioned site plan (Including only the area affected by the landscaping) must be included in the application that lists what plants will be used, the location of each plant, and the irrigation plan (if applicable). This site plan does not have to be prepared by an engineer. The application must also include either a written estimate on a company letterhead from the contractor, or from a hardware/landscaping company for all project work and materials.

An initial auditing shall be performed by the Planning Director or his/her designee to ensure that all landscaping is up to date and accurate to the site plan submitted by the owner. An annual audit shall be performed by the Planning Director or his/her designee at a time of their own choosing, to ensure that the landscaping stays in conformity with the site plan and the agreements of the grant.

Project Design

The project design should feature such elements as, but not limited to:

- *Native or other water-efficient plants*
- *Erosion control (reduce sediment runoff into the street or alley)*
- *Use of mulches to reduce erosion and water loss*
- *Replicability—a project that lends itself to be replicated on other properties*
- *Aesthetic Appropriateness—The project design complements nearby architecture and adjacent landscapes*
- *Applicability for area—priority is given to project(s) which are relevant to its location*

Application Process and Deadline:

Applications will be accepted on a first come, first serve basis. The application must be completed in full, or otherwise disqualified. The current application deadline is December 18, 2009. The Planning Board will be in charge of approving the grant funded project(s) and Town employees will not be involved in the choosing of approved projects. The application process is as follows:

1. Application must be submitted in full by December 18, 2009 including site plan and owner's permission.
2. Application is reviewed by the Planning Board for acceptance as described, acceptance with conditions, or rejection.
3. The applicant will be notified through a Notification Letter whether or not the project will be accepted as described, accepted with conditions, or rejected.
4. A contractual agreement must be signed prior to the beginning of ANY work. Parties in the agreement will be the applicant and the Town of North Wilkesboro.
5. Upon project completion, copies of all paid statements of the total project cost must be sent to the Town of North Wilkesboro. The work will be inspected and the statements will be reviewed. After the work is reviewed, a check will be requested for the approved, eligible amount as per the guidelines and criteria sections of the program. Work must be done in accordance with the signed agreement for payment to occur.

Applications should be mailed to:

Town of North Wilkesboro
c/o Sam Hinnant
P.O. Box 218
North Wilkesboro, NC 28659

(336) 667-7129 Ext. 3014
(336) 838-1779 Fax

Disclaimer: Neither the Town of North Wilkesboro, nor its affiliates shall be responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Landscape Grant. The applicant is advised to consult with licensed and bonded engineers, and contractors before proceeding with final plans or construction.

Application

Property & Address: _____

Current Use / Proposed Use: _____

Applicant: _____

Owner Tenant (If "tenant," written consent of the property owner must be attached.)

Mailing Address: _____

Phone: _____ Fax: _____ E-mail: _____

Type of Landscape Improvement Proposed (description of all that apply)

Indicate materials and/or color designations as applicable.

Please feel free to attach additional pages as necessary:

Landscape Modifications _____

See Page 2

Site Plan _____

Describe and List

Additional Costs _____

Describe and List

Total Estimated Cost For Landscaping ** \$ _____

Estimated Time to Complete Project _____

Total Project Cost \$ _____

- Drawing/sketch is attached.* ***Written documentation of estimate is attached.*
- Color photos of current condition is attached.*
- Written consent of property owner is attached (if applicable).*

I acknowledge that I have read and understand the Landscape Grant Guidelines and grant application procedures of the Town of North Wilkesboro, and that I will abide by the same.

I understand that this project will need to be presented to the Planning Board for independent review and/or approval.

I understand that the incentive grant must be used for the specific project and scope of work described in the application. Any cost overruns will be at the owner's expense and shall not be the Town of North Wilkesboro's expense.

I have attached project plans and specifications or other appropriate design documentation.

Signature: _____ Date: _____

SUMMARY OF STEPS FOR RECEIVING A LANDSCAPE GRANT

Please detach this page and keep for your records before submitting your completed application.

1. Plan your landscaping improvements and do your paperwork – drawings, specifications, plant types, cost estimates (budget), contractor quotes, etc.
2. Complete the Landscape Grant Application and turn it in to the Town of North Wilkesboro Office at 832 Main Street or mail to P.O. Box 218, North Wilkesboro, NC 28659 by no later than December 18, 2009.
3. WAIT FOR APPROVAL by the Planning Board.
4. When notified that your landscape design was approved, sign a contract stating you will do the work as shown in your application.
5. AFTER YOU HAVE SIGNED THE CONTRACT do the landscape improvements.
6. Once your work is completed, pay all the bills and submit proof of payment (copies of your paid invoices, checks, etc.) to the North Wilkesboro Town Hall. Then the Town of North Wilkesboro will issue a check for half the amount you spent – the maximum grant amount is \$5,000.
7. Call Sam Hinnant at 667-7129, ext. 3014, or via email at shinnant@north-wilkesboro.com if you have any questions about the process, filling out the application, etc.

Disclaimer: Neither the Town of North Wilkesboro, nor its affiliates shall be responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Landscape Grant. The applicant is advised to consult with licensed and bonded engineers, and contractors before proceeding with final plans or construction.