

TROUP COMMUNITY DEVELOPMENT CORPORATION



TROUP, TEXAS

Troup Community Development Corporation

**Historic District Sign Compliance Grant
Guidelines and Application**

Please return completed application with necessary attachments and signature to:

Troup Community Development Corporation
P.O. Box 637 (106 E. Duval)
Troup, TX 75789

If you have any questions, please contact TCDC at 903.574.3928.

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Historic District Sign Compliance Grant Overview

INTRODUCTION

The Troup Community Development Corporation (TCDC) established the Historic District Sign Compliance Grant to provide financial assistance to property and/or business owners, or their tenants, to bring signs in the Historic District into compliance with the sign requirements stipulated in the 2010 zoning ordinance.

Historic District Sign Compliance Grant is provided by TCDC.

DEFINITIONS

The following definitions shall apply to the terms used in this Policy:

Applicant: the Property owner and/or business occupant signing the Application

Certificate of Appropriateness: is applied for through the City Secretary for exterior display affecting property located within the historic district

Façade: the front or side of a building facing a public way or space and finished accordingly

Historic District: area designated by the 2010 zoning map of the City of Troup represents the unique confluence of time and place that shape the identity of generations of citizens, collectively and individually, and produce significant historic, architectural, and cultural resources that constitute their heritage

Notice to Proceed: a written notice from TCDC Staff authorizing the Applicant to commence the project

Property: the physical building to which improvements are being made

Staff: TCDC Executive Director or President

TCDC: Troup Community Development Corporation

Historic District Sign Compliance Grant (SCG)

ELIGIBILITY

The following criteria must be met for participation in the SCG:

1. Applicants must be property owners and/or tenants located in the Troup Historic District;
2. Tenants must have written approval from property owners to participate in program;
3. Applicants must be up to date on all municipal utilities and taxes prior to participation in the program;
4. Applicants must not have any City liens filed against any property owned by Applicant, including but not limited to, weed liens, demolition liens, board-up/open structure liens and paying liens;
5. Applicants must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements;
6. Understanding that the overall objective of the SCG is to bring signage into compliance with the 2010 zoning ordinance

GUIDELINES

Signs to be funded by TCDC must first be approved by The Planning and Zoning Commission of the City of Troup.

Qualifying Signs:

1. City-approved signage, including monument signage, pole signage, electronic message boards and other signage as specified in the City's codes;

SIGN COMPLIANCE GRANT ASSISTANCE

TCDC will reimburse Applicant fifty percent (50%) of total eligible project costs, up to a \$1,500.00 maximum.

Applicant's match may be in the form of other financial aid (grant or loan) received from other agencies and/or banks but may not be "in-kind." TCDC will only provide reimbursement after Applicant has paid their architect, contractor and vendor(s) in full and after the project is determined to have been completed in accordance with the contract between TCDC and Applicant.

SIGN COMPLIANCE GRANT PROCEDURES

All prospective applicants must follow the procedures in the order outlined below:

1. Applicant submits a completed application to TCDC once the applicant has received a Certificate of Appropriateness from The Planning and Zoning Commission of the City of Troup.
2. Staff reviews application. Pending approval, Applicant is issued a Notice to Proceed and fully executed Agreement. Any work completed prior to receiving the Notice to Proceed will not be reimbursed.
3. Project is completed as specified in the Agreement. Any changes to the approved plan must be approved by Staff.
4. Applicant notifies Staff once project is completed.
5. Staff certifies the improvements comply with the approved Agreement.
6. Applicant must submit copies of all paid invoices to TCDC.
Reimbursement for eligible and verified expenses to be made by TCDC within 30- days of receipt.

NOTICES

TCDC will not reimburse Applicants for partially completed projects. Any, and all, deviations from the approved Agreement must be approved by TCDC.

TCDC has the right to terminate any agreement under Sign Compliance Grant if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed Agreement and the receipt of a Notice to Proceed.

TCDC reserves the right to amend the conditions and parameters outlined in these guidelines.

TCDC is solely responsible for determining if a proposed project meets the intent and spirit of the program.

TCDC has the right to discontinue Sign Compliance Grant, at any time, for any reason.30-days of receipt.

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Applicant Name: _____ **Date:** _____

Business Name: _____

Mailing Address: _____

Contact Phone: _____

Email Address: _____

Building/Property Owner (if different than Applicant): _____

Current Building Name: _____

Building Address: _____

CONTINUED ON NEXT PAGE

Description of planned sign including size, material and location of installation (attach a drawing or photo):

Applicant Signature _____ Date _____

Building Owner Signature (If Applicant is Tenant)

*By signing, you agree to the proposed sign change by the Applicant (Tenant).

(For office purposes only)

Date received Initials Approved Date Work completion deadline