



County of Roanoke

DEPARTMENT OF COMMUNITY DEVELOPMENT

DIRECTOR, ARNOLD COVEY
DEPUTY DIRECTOR OF DEVELOPMENT SERVICES, TAREK MONEIR
DEPUTY DIRECTOR OF PLANNING, PHILIP THOMPSON
COUNTY ENGINEER, GEORGE W. SIMPSON, III, P.E.
BUILDING COMMISSIONER, JOEL S. BAKER, CBO

BUILDING PERMITS
DEVELOPMENT REVIEW
ENGINEERING
INSPECTIONS
MAPPING/GIS
STORMWATER MANAGEMENT
TRANSPORTATION

Commercial Corridor Matching Grant Program

Program Summary

Purpose

Encourage, through a matching grant program, improvements above and beyond current building and zoning requirements to business properties for beautification and economic redevelopment of highway entrance corridors in Roanoke County. Potential improvements can include (but are not limited to):

Façade Renovation	Covered Entrances, Multiple Plane Roofs, New Veneers, Columns and Awnings
Landscaping	In Parking Lots, Around Driveways, Perimeter Plantings, at the Base of Signs, at Building Entrances and to Screen Storage
Lighting	Light Poles shorter than 25 feet Lighting for Signs, Landscaping, Buildings, Pathways, Parking
Parking	Shared Parking Lots, Rear Parking and Shared Driveways
Signage	Monument, Freestanding, Shared Signs Sign Board Portions and Sign Bases of Stone or Brick
Site Accessories	Wooden Fences, Banisters, Rails, Benches, Brick Walls and Retaining Walls

Funding Levels

Matching Program	50% of total project cost up to \$15,000* per property
Maximum Grant for Roanoke County	\$15,000*
Maximum Grant for the Town of Vinton	\$5,000
Minimum Grant Amount	\$500

** Additional funds up to a total of \$20,000 may be requested from the Board of Supervisors*

Eligible Applicants

Property and business owners of all properties (excluding residential) in the following areas (see attached Commercial Corridor Grant brochure):

- Hollins/Williamson Road Corridor
- 11/460 West Corridor
- Vinton Corridor (see Town of Vinton Downtown Façade Grant Program information)

The property owner must pay Roanoke County real estate taxes on the subject property. Business owners, if tenants, must submit the Owner's Consent Form (attached) completed by the property owner stating that the tenant has permission to initiate the proposed project.

Potential applicants should contact Megan Cronise, Roanoke County Project Planner, at (540)772-2068 ext. 282 or at mcronise@roanokecountyva.gov for determination of eligibility.

Preparing the Application

The applicant is encouraged to work closely with the Project Planner in the early stages of design to ensure that the proposed project is in substantial conformance with the applicable Design Guidelines for the appropriate Corridor. The project must improve the visual appearance of the property and/or the Corridor. If the applicant chooses to use the design services of a licensed Architect, Landscape Architect or Professional Engineer, up to 10 percent of the Matching Grant eligibility can be reimbursed for design services although the total Matching Grant funds requested cannot exceed 50% of the total project cost. For example:

Total Project Cost	\$10,000
50% of Total Project Cost = Total Matching Grant Eligibility (Not to exceed \$20,000 maximum)	\$5,000
10% of Total Matching Grant Eligibility = Design Services Eligibility	\$500
Total Matching Grant Eligibility minus Design Services Eligibility = Remaining Matching Grant Funds for Project Cost	\$4,500

Three written cost estimates must also be obtained from licensed contractors for each type of work to be performed (such as landscaping, electrical work, carpentry, paving, etc.) It is recommended to add a 10 percent contingency for unexpected costs and overruns. The project cost plus the contingency cannot exceed the maximum Matching Grant amount permitted. Note that if the final project cost is less than originally estimated, the Matching Grant and Design Services eligibilities will be recalculated based upon the final project cost to ensure that no more than 50% of the final project cost is reimbursed.

Once approved, changes to the application package must be re-reviewed by the Project Planner, (the Board of Supervisors when applicable,) and the EDA.

Failure to have alterations, revisions or changes approved in advance will result in termination of the Contract and forfeiture of Matching Grant funds.

Application Package

Include all of the following items in your application package:

- 1) Completed County of Roanoke Commercial Corridor Matching Grant Program Application (attached) and Owner's Consent Letter if applicable (attached);
- 2) Pictures of the property and the building showing the areas to be improved;
- 3) Elevations, designs, plat and/or site plan showing the scope of the proposed project including information for or samples of the colors and materials to be used;
- 4) Three written cost estimates from licensed contractors for each type of work to be performed; and
- 5) At least one cost estimate for design services (if applicable.)

Mail the application package to: Megan Cronise, Project Planner
Roanoke County Department of Community Development
P.O. Box 29800
Roanoke, Virginia 24018

You may also deliver the application package to the Department of Community Development on the second floor of the County Administration Building located at 5204 Bernard Drive.

The application deadline is the first Friday of every month. If the application is deemed complete, it will move forward to the Economic Development Authority meeting scheduled for the third Wednesday of the following month.

Selection Process

The Project Planner will forward the completed application package with a recommendation for approval or denial. The selection process depends upon the grant amount requested:

\$500 to \$15,000	The EDA will approve or deny the request.
\$15,001 to \$20,000	The Board of Supervisors will first approve or deny the increase in funds; the EDA will then approve or deny the request.

All applicants will be notified in writing of the EDA decision.

Matching Grant Approval

If the Matching Grant request is approved, the applicant and property owner must complete the following steps:

- 1) Review and sign the Commercial Corridor Matching Grant Program Contract;
- 2) Complete the County of Roanoke Finance Department Tax Information form; and
- 3) Submit final, detailed plans and specifications to the Community Development Department for issuance of required building permits.

Once the building permits are obtained, construction may begin. Roanoke County staff will monitor the project through periodic inspections. Note that once approved, changes to the application package must be re-reviewed by the Project Planner, (the Board of Supervisors when applicable,) and the EDA. Failure to have alterations, revisions or changes approved in advance will result in termination of the Contract and forfeiture of Matching Grant funds. If the application is denied and the applicant wishes to reapply, the applicant must first contact the Project Planner to discuss the application in the context of the Program goals.

The application shall be denied if any work commences prior to application submission, Matching Grant approval or execution of the Commercial Corridor Matching Grant Program Contract.

All work shall be completed within six (6) months from the date of the executed Commercial Corridor Matching Grant Program Contract.

Responsibility of Recipient for Contractor's Obligations

The Contractor will obtain and pay for all required permits and contractor's licenses and pay all required fees and taxes. The Contractor will carry comprehensive general liability insurance, automobile liability insurance, and Worker's Compensation Coverage at statutory limits, with minimum limits of \$1,000,000. The EDA will be named as an additional insured.

Procedure for Payment

- 1) All work must be completed and all building permits for the property finalized;
- 2) The Project Planner will conduct a final on-site inspection to check:
 - Compliance with the approved application; and
 - Conformance with County regulations

Commercial Corridor Matching Grant Program Summary

- 3) The applicant shall submit *original*, detailed cost documentation to the Project Planner, which may include:
 - Paid invoices;
 - Canceled checks; and/or
 - Payroll reports.
- 4) Once the Project Planner has confirmed and certified the completion of the above tasks, the Project Planner will process a request to the EDA for payment to disburse matching grant reimbursement funds in accordance with the approved application. Expect two to four weeks for check processing.

Project Maintenance

Roanoke County has an obligation to be a careful steward of public funds; therefore, the County reserves the right to recover Matching Grant funds if the improvements are altered, removed, destroyed or not maintained within five years from the date of project completion. The County may also recover Matching Grant funds if the property is sold or transferred within one year from the date of project completion.

Questions?

Contact Megan Cronise, Project Planner, in the Roanoke County Department of Community Development at (540)772-2068 ext. 282 or at mcronise@roanokecountyva.gov.

Attachments

- 1) Commercial Corridor Matching Grant Program Application
- 2) Owner's Consent Form
- 3) Commercial Corridor Grant brochure



County of Roanoke Commercial Corridor Matching Grant Program Application

Before beginning this application, answer the following questions. If you answer "No" to any of these questions, you are ineligible for matching grant funds.

Is the property located in either the Hollins/Williamson Road, 11/460 West or Vinton Corridor? Yes No

Is the property used for commercial purposes? Yes No

Does the property owner pay Roanoke County real estate taxes on the subject property? Yes No

Application Submission Date: _____ Case # _____

Applicant's Name: _____

Applicant's Business Name: _____

Are you the property owner? Yes No*

** The owner must complete the attached Owner's Consent Form*

Property Address: _____

Mailing Address (if different from above): _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ E-mail Address: _____

Tax Map # (to be completed by staff): _____

Type of Improvements Proposed (check all that apply):

Façade Renovation	<input type="checkbox"/>	Parking Lot Redesign	<input type="checkbox"/>
Landscaping	<input type="checkbox"/>	Sign	<input type="checkbox"/>
Lighting	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please provide a brief description of work proposed:

Desired Project Start Date: _____ Expected Completion Date: _____

Total Project Cost*		\$
Total Design Services Cost**		\$
Total Matching Grant Eligibility = 50% of Total Project Cost (Not to exceed \$20,000 maximum)		\$
Design Services Eligibility = <i>Whichever option is less</i>	<i>Either 10% of Total Matching Grant Eligibility;</i>	\$
	<i>Or Total Design Services Cost</i>	\$

* Submit three cost estimates for each trade to support the total cost amount

** Submit at least one cost estimate for design services

Applicant's Signature: _____ Date: _____

Remember to submit the following materials with this application:

- 1) Owner's Consent Form (if applicable);
- 2) Pictures of the property and the building showing the areas to be improved;
- 3) Elevations, designs, plat and/or site plan showing the scope of the proposed project including information or samples for the colors and materials to be used;
- 4) Three written cost estimates from licensed contractors for each type of work to be performed; and
- 5) At least one cost estimate for design services (if applicable.)

For Staff Use

Project Planner Recommendation to EDA	Approval / Denial
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(If Applicable) Board of Supervisors Decision on increase of funds	Approval / Denial
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Amount of Increase Allowed	\$
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Total Eligible Matching Grant Request	\$
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Economic Development Authority Decision	Approval / Denial
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The Commercial Corridor Matching Grant Program Application for

Case Number _____ is hereby Approved / Denied.

Amount of Matching Grant Funds Eligible: \$ _____

Project Planner Signature: _____ Date: _____



Case # _____

**County of Roanoke
Commercial Corridor Matching Grant Program
Owner's Consent Form**

I, _____, certify that I own the property located at
Property Owner

Street Number

Street Name

City

State

ZIP

in Roanoke County, Virginia, I pay real estate taxes to Roanoke County on the
subject property, and all taxes have been paid. I have reviewed the application for the
County of Roanoke Commercial Corridor Matching Grant Program submitted by

Name

Title

Business Name (if applicable)

and I fully support this application. I further certify that the above tenant holds a valid
lease of _____ year(s) with an expiration date of _____.

I also understand that, if Matching Grant funds are approved, I must sign the Commercial
Corridor Matching Grant Contract with the tenant, and that all improvements must be
maintained for a period of at least five years from the project completion date or Roanoke
County may recover any Matching Grant funds awarded from this tenant or from me.

Owner's Signature

Date

Print Name

Mailing Address

Telephone Number

E-mail Address