

**Tioga County Industrial Development Agency
Commercial Façade Improvement Loan Program
Information Sheet**

Eligibility Criteria

Commercial property owners may be eligible for the Tioga County Industrial Development Agency (IDA) Commercial Façade Improvement Loan Program. This program provides a loan for up to 90% of the total allowable project cost to a maximum amount of \$20,000 at a 0% interest rate for a term of up to 6 years to assist with exterior improvements to commercial buildings. Financing is based upon the availability of funds at the time of final approval of your application. In general, the loan funding is available for the following facade improvement project elements:

Exterior Rehabilitation, including:

- Door Replacement
- Window Replacement
- Roof Replacement along with façade rehabilitation
- Exterior Refinishing, including
 - Washing and painting of exterior facades
 - Repairs to deteriorated masonry to include chimneys, lentils, pilasters, and cornices
 - Repairs to exterior stairways and porches
 - Repairs to prominent structural features to include bell towers, turrets, marquees, and glass walls
 - Removal of non-original facades and rehabilitation to the original facade
- Signage/Awnings/Attached Lighting
- Parking Lots
- Decks and visible back facades

Repairs to utilities and HVAC systems will not be funded. (Employee labor cannot be included as part of the equity contribution.)

Project funding will not be provided for properties located outside the downtown areas of the villages of Candor, Newark Valley, Nichols, Owego, Spencer, and Waverly or the hamlets of Apalachin, Berkshire, Richford, and Tioga Center or involve properties owned by not-for-profit organizations.

The Commercial Façade Improvement Loan Program application and all supporting documents (as listed below) must be submitted to, reviewed by, and approved by the Tioga County Economic Development & Planning (TCED&P) prior to the start of the proposed work:

- Application Form
- Contractor Proposal
- Description of Project and /or Plans and Specifications and/or Architectural Drawings if applicable
- Copy of Deed/Proof of Ownership of the Real Property
- A copy of the lease(s) for all tenants
- A copy of Loan Statement and/or Confirmation Letter from mortgage holder(s) of any outstanding balance and status of said mortgage loan(s)

- Exhibits I, II, III and IV

All obligations of the Owner to New York State, Tioga County and any other municipality for this property must be current, including but not limited to any and all loan payments as well as real estate taxes, school taxes, special assessments and water and sewer payments.

Work on your project may not commence until your application has received approval.

Loan funds will be disbursed upon:

- 1) completion of the project work, a final inspection report completed by the municipal code enforcement officer
- 2) submission of before and after photos
- 3) submission of documentation including cancelled checks, paid invoices and/or receipts from the contractor(s).

PLEASE NOTE: NO CASH PAYMENTS ARE ALLOWED.

A Loan Agreement will be recorded at the time monies are disbursed and considered as an encumbrance on the property.

Fees

Application Fee: \$100.00 nonrefundable fee due at the time of application, made payable to Tioga County Industrial Development Agency (TCIDA)

Recording Fee: 1% of the approved loan amount awarded,
Due to TCIDA at the time of disbursement of loan funds

Standard Administrative Procedures

Recipients of Tioga County Commercial Façade Improvement Loan Program financing shall comply with the following:

All applicable zoning and building code regulations.

All exterior renovation projects with a historic designation/within a historic district shall follow the Tioga County Commercial Façade Improvement Loan Program Historic Design Guidelines as attached. **Please note, if work is being done within Village of Owego, approval of the Owego Historic Preservation Commission is required and/or if property has National or State historic designation prior approval is required.**

Environmental assessment procedures established under the State Quality Review Act and the National Environmental Policy Act, if applicable

The owner will be required to obtain and comply with all applicable Federal, State and Local governmental regulations, approvals, and permits required by law to be obtained in carrying out the work set forth in this application and attachments.