Façade grants are available to qualifying for-profit commercial, industrial, and mixed-use commercial (with no more than 80% residential) projects from the Economic Development Authority of the City of Roanoke, Virginia, of one-third of qualified renovation or rehabilitation costs, with a maximum of $25,000. Annually, this program will be appropriated at least $100,000.

A non-profit business may apply provided the applicant can demonstrate that commercial activity occurs in at least 20% of the total square footage of the building resulting in revenue to the City from taxable sources such as; sales, prepared food and beverage, transient occupancy and admissions.

Purpose of the program:

The purpose of this Façade Grant Program is to visually improve Enterprise Zone One A. The grants will encourage investment and improvement of real property within Enterprise Zone One A, decrease vacancy (especially vacancy of first floor retail storefronts), improve the vibrancy of the area, and serve as a valuable tool for revitalizing downtown and other sections of the City. Buildings selected for this grant must be in need of façade renovations.

Definitions:

For the purpose of this program, “façade” refers to the principal face or front of a building or significant historical attachment contributing to the appearance of the building if restored. “Façade renovation” is defined as restoring to a better state by repair. A building may have multiple “facades” should they face a public right-of-way and have an entrance.

Application Process:

1. Must complete and sign application form (must be signed by the owner of record) and return to the City of Roanoke’s Economic Development Department (EDD) prior to issuance of a building permit and before beginning work on the façade. An exception to this requirement may be granted by the City Manager for a large project that requires a building permit for work that is more extensive than the façade improvement or for a project that requires demolition work to determine the scope of the façade improvements.

2. If a side or the back of the building is being selected for improvement, please give a justification for how the side or back functions as the principal face of the
building either by usage or visibility. Only sides of a building with an entry point, facing a public right-of-way, are eligible for a Façade Grant.

3. The Economic Development Authority of the City of Roanoke, Virginia (EDA), at its next regularly scheduled meeting, unless otherwise agreed to by the EDA, will review and approve or disapprove the application, considering also the recommendation of the EDD. (Please note that the EDA meets on the third Wednesday of every month and applications should be in at least one week prior. Call the Department of Economic Development at (540) 853-2715 for the date of the next EDA meeting.)

4. The EDD or EDA may require further descriptions of the project before making a final decision on the eligibility of the project for the program, including sketches or other visual aids.

5. A maximum of $25,000 or one-third of the total façade renovation construction cost, whichever is less, per project, may be granted if the project qualifies and funds are available. For applicants wishing to apply for multiple facades on the same tax parcel, only one Façade Grant may be issued per tax parcel.

6. No soft costs such as architectural, engineering, design, etc., will be considered for this grant, and only investment made on the façade is eligible, not in the interior of the building, building systems, roof, or other non-visible (from street level) aspect of the building. See the following pages for more information on eligible costs.

7. Grant funds will be paid, by the EDA, on a reimbursement basis, upon receiving verifiable receipts of construction costs and a photograph of the completed project.

8. The façade renovation must be completed within one year of the date of approval, unless the EDA and/or City grant an extension for such date.

9. Applicants must comply with all other applicable laws, rules and regulations, including a review and approval of plans by the Architectural Review Board, if required.
Façade Grant Program for
Enterprise Zone One A
Program Checklist

Initial Application (Prior to submittal to the EDA):
- Construction estimate detailing cost of façade improvements
- List of materials/procedures to be performed
- Scaled drawings/plans showing how the completed façade will look
- Photographs of existing façade

After façade project is completed:
- Detailed construction contract/receipts detailing work completed (only work performed to the building's façade)
- Proof of payment for work completed (cancelled checks, bank statements, and/or signed letter from vendor/contractor stating work paid in full)
- Photographs of completed project
- Certificate of Occupancy or Final Inspection

Key points to remember:
- The Roanoke Economic Development Authority must approve Façade Grant applications **BEFORE** permits are issued and construction begins.
- Only upgrades/renovations to the façade of the building (defined as the side of a building, facing a roadway, used as a primary or secondary entrance) can be included. Upgrades to facades without direct access to a public right-of-way and without a primary or secondary entrance, roof or interior work on the building, along with parking areas, is not covered in this grant.
- Soft costs, such as engineering fees, asbestos removal, environmental studies, etc. cannot be calculated in the grant reimbursement.
- **KEEP DETAILED RECORDS THROUGHOUT THE RENOVATION PROCESS!** All expenses and payments must be accounted for; incomplete paperwork will delay the processing of your grant.
- Renovations must be completed within one year of the date of approval unless an exemption is given by the Economic Development Authority.
- Applicants must comply with all other applicable laws, rules, and regulations as required.

If you have any questions concerning the Façade Grant application or the grant approval process, please contact Brandon Turner with the Department of Economic Development at Brandon.turner@roanokeva.gov or at 540-853-5405.
The purpose of this Façade Grant Program is to visually improve Enterprise Zone One A. The grants will encourage investment and improvement of real property within Enterprise Zone One A, decrease vacancy (especially vacancy of first floor retail storefronts), improve the vibrancy of the area, and serve as a valuable tool for revitalizing downtown and other sections of the City. Buildings selected for this grant must be in need of façade renovations. The following lists show qualified and unqualified investments associated with the Façade Grant program:

<table>
<thead>
<tr>
<th>Qualified Façade Investments</th>
<th>Unqualified Façade Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balconies</td>
<td>Awnings</td>
</tr>
<tr>
<td>Decorative lighting</td>
<td>Blinds/curtains/shades</td>
</tr>
<tr>
<td>Demolition of existing façade elements</td>
<td>Decking</td>
</tr>
<tr>
<td>Doors and treatments</td>
<td>Dumpster rental</td>
</tr>
<tr>
<td>Downspouts/guttering</td>
<td>Excavation work</td>
</tr>
<tr>
<td>Electrical work associated with lighting and/or security features</td>
<td>Fees (Architectural, Permitting, etc.)</td>
</tr>
<tr>
<td>Exterior finishes (including brick, rock, stucco, and exterior installation finishing systems)</td>
<td>Fencing</td>
</tr>
<tr>
<td>Flood reduction features (decorative) required by FEMA</td>
<td>Interior features</td>
</tr>
<tr>
<td>Labor costs associated with the façade project</td>
<td>Landscaping</td>
</tr>
<tr>
<td>Painting</td>
<td>Parking lot repair or installation</td>
</tr>
<tr>
<td>Porch features (columns/rails only)</td>
<td>Pedestrian flow control devices (portable barriers, caution tape, etc)</td>
</tr>
<tr>
<td>Pressure washing/sandblasting to restore original elements</td>
<td>Portable toilet rental</td>
</tr>
<tr>
<td>Removal of unsightly façade elements (communication boxes, awnings, stairwells)</td>
<td>Roof work (except details attached to the façade)</td>
</tr>
<tr>
<td>Rental equipment (used only for façade renovation)</td>
<td>Sidewalk repair or installation</td>
</tr>
<tr>
<td>Restoration of historic details</td>
<td>Signage</td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
</tr>
<tr>
<td>Storefronts</td>
<td></td>
</tr>
<tr>
<td>Windows and treatments</td>
<td></td>
</tr>
<tr>
<td>Woodwork</td>
<td></td>
</tr>
</tbody>
</table>

**Special Considerations**

- Basic façade investments such as routine painting, light replacement, window cleaning, pressure washing, etc. which is not part of an overall and significant façade rehabilitation project are deemed “maintenance” and are thus not covered.
- Lighting is not covered if it is deemed as a replacement of an existing device; only lighting which is deemed a visual improvement and enhances security will be approved.
- All façade costs must be approved by the Economic Development Authority in advance of work being performed; all façade costs added after approval of the grant application will be deemed as unqualified investments.
Façade Grant Program for
Enterprise Zone One A
Grant Application

To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide a grant of up to one-third of investment in the façade of a building, capped at $25,000 per grant.

Date: ___________________________

Printed name of legal owner(s): ______________________________________________________

Signature of legal owner(s): __________________________________________________________

Contact telephone number: __________________________________________________________

Applicant: ____________________________________________________________

Applicant contact phone number: ____________________________________________________

Street address of building: __________________________________________________________

Tax Parcel Number of property upon which the building is located: ______________________

Description of proposed improvements (attach additional page(s) for information as needed):

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Estimated cost of façade improvements: ______________________________________________

Estimated completion date: __________________________________________________________

I have attached the following:

☐ List of materials and processes to be completed
☐ Façade renovation cost estimate(s)
☐ Scaled drawings/renderings
☐ Photographs of the existing facade

I understand that I will need to submit the following documents when the project is completed in order to receive the grant: construction contract and/or receipts documenting investment in façade of building, photograph of completed project, and such other documents as the EDA or City may request, such as Certificate of Occupancy or Final Inspection

I understand that the Economic Development Authority and the City of Roanoke must approve this application before work begins on the project or I may not be eligible for this grant.

Please return this application, as well as a photograph of the building façade to be improved, to the Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-2715 for more information.

Date Rec’d: ____  EDA Approval: _____  Completion: ______  Check # & Date: ______  Grant Date: ______
A real estate tax exemption may be available for businesses within Enterprise Zone One A (EZ One A) for increasing, through substantial rehabilitation or renovation, the assessed value of an existing commercial and industrial building and in the case of EZ One A, mixed-use commercial building (no more than 80% residential). In order to qualify for the exemption, a structure shall meet all of the following criteria:

1. Be no less than 15 years of age and located within Enterprise Zone One A.
2. Be rehabilitated or renovated so as to increase the assessed value of the structure by at least $50,000 or more.
3. Be designed for, and suitable for, commercial, industrial, or in the case of EZ One A, mixed-use commercial (no more than 80% residential) after completion of such rehabilitation or renovation.
4. The structure has not received an exemption under Division 5, Exemption of Certain Rehabilitated Real Property and, as to Enterprise Zone One A, former Division 5 A, Exemption of Certain Rehabilitated Real Property located in Enterprise Zone One, of Article II, Chapter 32, of the Code of the City of Roanoke.
5. The rehabilitation or renovation must be completed within two years after the date of the filing of the application for exemption in EZ One A.
6. Applicants must obtain all applicable building permits for the work to be undertaken.
7. All work must be done in accordance with all applicable laws, rules, and regulations.

The types of substantial rehabilitation or renovation improvements considered as increasing the assessed value are limited to those made to the actual qualifying structure only. Other improvements, fees, or costs will not be considered.

Any new additions to the qualified structure of any additional square footage over the pre-rehabilitated square footage will not be considered as increasing the assessed value of this qualifying structure or eligible for or considered for the tax exemption since the purpose of this incentive is to encourage rehabilitation or renovation of existing structures. The exemption provided shall not apply when any existing structure is demolished or razed and a replacement structure is constructed.

Please see the following page for more information on the Partial Real Estate Tax Exemption of Rehabilitated Buildings program.
The amount of the exemption from real property taxation shall be an amount equal to the difference in the appraised value of the structure immediately before rehabilitation/renovation and immediately after rehabilitation/renovation, as determined by the Director of Real Estate Valuation. This amount only, on a fixed basis, shall constitute the exemption, notwithstanding subsequent assessment or reassessment. The exemption shall commence July 1 of the tax year following completion of renovation and approval of the application. The exemption shall cover the project for a period of seven years in EZ One A. Only one exemption under this division may be applicable to any qualifying structure during the life of the qualifying structure. The maximum tax exemption for any qualifying structure over the seven-year period in EZ One A is $100,000. Upon transfer of ownership of the rehabilitated building, the tax exemption remains with the building for the duration of the eligibility period.

The application, which is to be submitted to the Director of Real Estate Valuation, with a copy to the Economic Development Department, must include:

1. Completed Partial Tax Exemption Application form (see next page).
2. $50.00 processing fee.
3. Such other information as may be requested by the director of Real Estate Valuation.

At this point, an appraiser from the Office of Real Estate Valuation will arrange with the owner for an “on-site” appraisal of the building prior to any rehabilitation or renovation work. When the rehabilitation or renovation work is completed, the owner should arrange with the Office of Real Estate Valuation for an “on-site” appraisal of the building in its completed condition within 30 days of completion. The Director of Real Estate Valuation will review information, and upon approval, authorize an exemption for qualifying projects. For qualified projects, the tax exemption begins on July 1 of the tax year following completion of the rehabilitation or renovation and approval of the application.
To: Director of Real Estate Valuation

I hereby request partial exemption from real estate taxes on the following building to be rehabilitated or renovated, pursuant to Roanoke City Code Sections 32-101.1 et. seq. Further, I clarify the information contained in this application is to the best of my knowledge both accurate and true. Given under my hand this date: ____________________________

Printed name of owner(s): ____________________________
Signature of owner(s): ____________________________
Contact telephone number(s): ____________________________

Partial Real Estate Tax Exemption of Rehabilitated Buildings in Enterprise Zone One A Program Application

Owner's Legal Name(s): ____________________________
Mailing Address: ____________________________
Phone number(s): ____________________________
Property Address: ____________________________
Property type: Commercial ___ Industrial ___ Mixed-use (EZ One A Only) ___
Building age (must be at least 15 years of age): ____________________________
Exemption Type: Enterprise Zone One A – Seven Years

Before Date | Appraiser | Land Value | Building Value | Total
Comp. Date | Appraiser | Land Value | Building Value | Total Value

Owner(s) agree to provide such other information as may be requested by the Director of Real Estate Valuation.

Estimated cost of rehabilitation work: $_________________________
Building Permit Numbers: ____________________________

Detailed description of work (use additional sheets if necessary: ____________________________

Please return this form and a non-refundable check in the amount of $50.00 (made payable to “City of Roanoke, Treasurer”) to: Office of Real Estate Valuation, 215 Church Avenue SW, Room 250, Roanoke, VA 24011, with a copy to the Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011. Please call (540) 853-5405 with any questions.
Grant provides a refund of City-issued development fees only (Building Permit and Comprehensive Development Plan Review fees), which may be available for business firms, property owners, or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building. Buildings must be located in Enterprise Zone One A, be for-profit, and must be either commercial, industrial, or mixed-use commercial (no more than 80% residential) in nature. Program rebates are determined as a percentage based on total project investment, with amounts as follows:

<table>
<thead>
<tr>
<th>Total Project Investment</th>
<th>Rebate Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000 or more</td>
<td>100%</td>
</tr>
<tr>
<td>$900,000 - $999,999.99</td>
<td>90%</td>
</tr>
<tr>
<td>$800,000 - $899,999.99</td>
<td>80%</td>
</tr>
<tr>
<td>$700,000 - $799,999.99</td>
<td>70%</td>
</tr>
<tr>
<td>$600,000 - $699,999.99</td>
<td>60%</td>
</tr>
<tr>
<td>$500,000 - $599,999.99</td>
<td>50%</td>
</tr>
<tr>
<td>$400,000 - $499,999.99</td>
<td>40%</td>
</tr>
<tr>
<td>$300,000 - $399,999.99</td>
<td>30%</td>
</tr>
<tr>
<td>$250,000 - $299,999.99</td>
<td>20%</td>
</tr>
<tr>
<td>$125,000 - $249,999.99</td>
<td>10%</td>
</tr>
<tr>
<td>$0 - $124,999.99</td>
<td>0%</td>
</tr>
</tbody>
</table>

Application must include:

1. Complete Building Permit & Comprehensive Development Plan Review Fees Rebate Application for Enterprise Zone One A form (see next page).
2. Receipts, invoices, and/or letter from contractor/engineer documenting the total investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or Final Inspection.
4. A copy of the Building Permit issued for the project.
5. Copy of proof of payment for City-issued Building Permit and Comprehensive Plan Review fees (cancelled check, bank statement).
To: Enterprise Zone Administrator

As part of the Enterprise Zone program, the City will provide up to a 100% rebate of Building Permit and Comprehensive Development Plan Review fees based on the total investment on new building construction and/or rehabilitation investment subject to the following limitations:

<table>
<thead>
<tr>
<th>Total Project Investment</th>
<th>Rebate Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000 or more</td>
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</tr>
<tr>
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</tr>
<tr>
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<tr>
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<td>40%</td>
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<tr>
<td>$300,000 - $399,999.99</td>
<td>30%</td>
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<tr>
<td>$250,000 - $299,999.99</td>
<td>20%</td>
</tr>
<tr>
<td>$125,000 - $249,999.99</td>
<td>10%</td>
</tr>
<tr>
<td>$0 - $124,999.99</td>
<td>0%</td>
</tr>
</tbody>
</table>

Based on new construction investment of $______________________________, I do hereby request a ____% rebate of development fees.

Date: __________________________

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvement(s)): ________________________________________________

Signature of applicant: __________________________________________________

Contact telephone number(s): ______________________________________________

Street address of building: ________________________________________________

The following documents are attached, which are required in order to process the application:

☐ Construction contract and/or receipts documenting construction investment by applicant.

☐ Permanent Certificate of Occupancy or Final Inspection.

☐ Receipts documenting payment of building permit and comprehensive development plan review fees.

☐ Such other information as may be requested by the City.

Please return this form to: Enterprise Zone Administrator, Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Please call (540) 853-5405 for more information.

Date Rec’d: _____  EDA Approval: _____  Completion: _____  Check # & Date: _____  Grant Date: _____
Grants from the Economic Development Authority of the City of Roanoke, Virginia, equal to an amount up to the amount of Water, Fire and Sewer hookup fees may be available for business firms, property owners or leaseholders authorized to make improvements investing in new construction or in rehabilitation of an existing building.

This grant will only cover specific costs associated with constructing water, fire, and/or sewer lines from the exterior wall of the structure to the main public line. Approved submitted costs include construction costs (excavation, sidewalk/asphalt repair), along with water connection, tap, and meter fees. Costs that are not approved include availability fees, the cost of the meter, and vaults (if required).

Buildings must be located in Enterprise Zone One A, be for-profit and commercial, industrial or mixed-use (no more than 80% residential) in nature. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps on the following page:

<table>
<thead>
<tr>
<th>Total Project Investment</th>
<th>Grant Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000 or more</td>
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</tr>
<tr>
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<tr>
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<td>50%</td>
</tr>
<tr>
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</tr>
<tr>
<td>$300,000 - $399,999.99</td>
<td>30%</td>
</tr>
<tr>
<td>$250,000 - $299,999.99</td>
<td>20%</td>
</tr>
<tr>
<td>$125,000 - $249,999.99</td>
<td>10%</td>
</tr>
<tr>
<td>$0 - $124,999.99</td>
<td>0%</td>
</tr>
</tbody>
</table>

Please see the following page for more information on the Water, Fire, and Sewer Hookup Fees Grant program.
### Water Hookups Capped at:

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>$1,500</td>
</tr>
<tr>
<td>¾&quot;</td>
<td>$1,515</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$1,600</td>
</tr>
<tr>
<td>1 ½&quot;</td>
<td>$2,300</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$2,500</td>
</tr>
<tr>
<td>3&quot;</td>
<td>$3,960</td>
</tr>
<tr>
<td>4&quot;</td>
<td>$12,300</td>
</tr>
<tr>
<td>6&quot;</td>
<td>14,010</td>
</tr>
<tr>
<td>8&quot;</td>
<td>Actual cost up to $20,043</td>
</tr>
<tr>
<td>10” – 12”</td>
<td>Actual cost up to $22,079</td>
</tr>
</tbody>
</table>

### Sewer Hookups Capped at:

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8” – 6”</td>
<td>$1,500</td>
</tr>
<tr>
<td>8”</td>
<td>Actual cost up to $3,750</td>
</tr>
<tr>
<td>12”</td>
<td>Actual cost up to $7,500</td>
</tr>
</tbody>
</table>

### Fire Hookups Capped at

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>4”</td>
<td>$10,300</td>
</tr>
<tr>
<td>6”</td>
<td>$10,800</td>
</tr>
<tr>
<td>8”</td>
<td>13,300</td>
</tr>
<tr>
<td>10”</td>
<td>$15,000</td>
</tr>
<tr>
<td>12”</td>
<td>Actual cost up to $22,250</td>
</tr>
</tbody>
</table>

**Application must include:**

1. Water, Fire and Sewer Hookup Fees Grant Application form (see next page).
2. A copy of construction contract or receipts sufficient to document the amount of investment in new building construction or in rehabilitation of an existing structure.
3. A copy of the permanent Certificate of Occupancy or final inspection certificate.
4. Copy of receipt(s) documenting payment of water, fire and sewer hookup fees.
5. Copy of receipt(s) detailing construction costs associated with water, fire, and/or sewer installation.
6. Proof of payment (bank statement, cancelled check) for all costs and fees.
7. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.
To: Enterprise Zone Administrator

As a part of the Enterprise Zone program, the EDA may provide a grant equal to an amount up to 100% of water, fire and sewer hookup fees for business firms, property owners or leaseholders authorized to make improvements undertaking new building construction or rehabilitation within Enterprise Zone One A. Grant amount will be an amount equal to the following percentage of water, fire, and sewer hookup fees paid (without interest) subject to the caps below:

**Water Hookups Capped At:**

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>$1,500</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>$1,515</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$1,600</td>
</tr>
<tr>
<td>1 1/2&quot;</td>
<td>$2,300</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$2,500</td>
</tr>
<tr>
<td>3&quot;</td>
<td>$3,960</td>
</tr>
<tr>
<td>4&quot;</td>
<td>$12,300</td>
</tr>
<tr>
<td>6&quot;</td>
<td>$14,010</td>
</tr>
<tr>
<td>8&quot;</td>
<td>Actual cost up to $20,043</td>
</tr>
<tr>
<td>10&quot; – 12&quot;</td>
<td>Actual cost up to $22,079</td>
</tr>
</tbody>
</table>

**Sewer Hookups Capped at:**

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot; – 6&quot;</td>
<td>$1,500</td>
</tr>
<tr>
<td>8&quot;</td>
<td>Actual cost up to $3,750</td>
</tr>
<tr>
<td>12&quot;</td>
<td>Actual cost up to $7,500</td>
</tr>
</tbody>
</table>

**Fire Hookups Capped at:**

<table>
<thead>
<tr>
<th>Line Size</th>
<th>Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&quot;</td>
<td>$10,300</td>
</tr>
<tr>
<td>6&quot;</td>
<td>$10,800</td>
</tr>
<tr>
<td>8&quot;</td>
<td>$13,300</td>
</tr>
<tr>
<td>10&quot;</td>
<td>$15,000</td>
</tr>
<tr>
<td>12&quot;</td>
<td>Actual cost up to $22,250</td>
</tr>
</tbody>
</table>

Based on new construction investment of $________________ I do hereby request a grant equal to ___% of water, fire and sewer hookup fees.

Date: ___________________

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): ____________________________________________

Signature of applicant: ____________________________

Contact telephone number(s): _________________________________

Street address of building: _________________________________

The following documents are attached, which are required in order to process the application:

___ Construction contract and/or receipts documenting total new construction investment.
___ Permanent Certificate of Occupancy.
___ Receipts documenting payment of building permit and comprehensive development plan review fees.
___ Receipts documenting payment of construction costs.
___ Such other information as may be requested by the City.

Please return this form to: Enterprise Zone Administrator, Department of Economic Development, 117 Church Avenue SW, Roanoke, VA 24011, or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.

Date Rec’d: _____  EDA Approval: _____  Completion: _____  Check # & Date: _____  Grant Date: _____
For business firms, property owners, or leaseholders authorized to make improvements and installing new, first-time fire suppression systems in an existing building, there are annual grants for five years available from the Economic Development Authority of the City of Roanoke, Virginia, to cover a percentage of annual fire charges. The uses for such building for both grants are to be for-profit commercial, industrial, or mixed-use (having no more than 80% devoted to residential uses). Annual fire service charge grants shall be in an amount equal to the following percentage of monthly fire service charges paid:

<table>
<thead>
<tr>
<th>Year</th>
<th>Reimbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>50% of monthly fire service charge capped at $1,000.</td>
</tr>
<tr>
<td>Two</td>
<td>40% of monthly fire service charge capped at $800.</td>
</tr>
<tr>
<td>Three</td>
<td>30% of monthly fire service charge capped at $600.</td>
</tr>
<tr>
<td>Four</td>
<td>20% of monthly fire service charge capped at $400.</td>
</tr>
<tr>
<td>Five</td>
<td>10% of monthly fire service charge capped at $200.</td>
</tr>
</tbody>
</table>

Application must include:

Every 12 months, on or after 45 days after the date listed on the Certificate of Qualification, for five consecutive years, the applicant must provide the following in order to receive the EDA grants:

1. Fire Suppression Retro-Fit Annual Grant Application form (see following pages).
2. Receipts or proof of payment of the monthly fire charges for the previous 12 months.
3. Copies of the utility bills for the previous 12 months from the Western Virginia Water Authority.
4. Copy of the original Certificate of Qualification.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.
To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the EDA will provide yearly grants equal to the following amounts on monthly charges:

<table>
<thead>
<tr>
<th>Year</th>
<th>Reimbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>50% of monthly fire service charge capped at $1,000.</td>
</tr>
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</tr>
<tr>
<td>Five</td>
<td>10% of monthly fire service charge capped at $200.</td>
</tr>
</tbody>
</table>

Date: ____________________________

Printed legal name of applicant (business firm, property owner, or leaseholder authorized to make improvements): _____________________________________________

Signature of Applicant: ____________________________________________________

Contact telephone number(s): ________________________________________________

Street address of building: ________________________________________________

The following documents have been attached:

☐ Receipts or proof of payment of the monthly fire charges for the previous 12 months.

☐ Copy of Original Certificate of Qualification (from the Office of Economic Development when initial application was made).

☐ Such other information as may be requested by the City.

I am requesting a grant of $________________ for the annual fire charges paid during the following year of qualification: __________________

___Year One (50%) ___Year Two (40%) ___Year Three (30%) ___Year Four (20%) ___Year Five (10%)

I certify the information contained in this application is to the best of my knowledge both correct and true.

Please return this form to: Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.
For any business located in Enterprise Zone One A and participating in the City of Roanoke Police Department’s Star City Business Watch program, Security Grants are available for up to $500 to enact the security measures recommended by the Police Department (see the next page for an application for the Star City Business Watch program). Upon completing the program, the Police Department will provide a Certificate to the business certifying the business has successfully completed a security assessment, and outlining the recommendations made (see following pages). Provide this Certificate, or a copy of the Police Department’s security assessment, with receipts and other documents to the Office of Economic Development documenting the recommended actions were undertaken.

Security Grants are grants through the Economic Development Authority of the City of Roanoke and will cover 50% of the approved cost of the security enhancements; the award amount is capped at $500. Annual budget allocation for this program is no less than $2,500.

Application must include:

1. Business Security Grant Application (see following pages).
2. Certificate of Qualification from the Police Department (see following pages).
3. Documentation of the expense of security measures taken.
4. Proof of payment for security measures (cancelled check or bank statement).
5. Copy of City of Roanoke Business License.
6. Such other information as may be requested by the City

The description of the Star City Business Watch is as follows:

The purpose of the Star City Business Watch is to organize business leaders in targeted business communities by forming a partnership between the City of Roanoke Police Department and the businesses within those communities. The goal of the Star City Business Watch is to create a safer environment for business, employees and consumers and to promote crime prevention strategies for those communities. A list of objectives of the program can be obtained from the City of Roanoke Police Department. Businesses must be licensed to do business in the City of Roanoke.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.
Date: ______________________

Business Name: ________________________________________________________________

Business Street Address: __________________________________________________________

City/State: __________________________________________________ Zip Code: ______________

Business Contact Person: _________________________________________________________

Title: __________________________________________________________________________

Telephone Number(s): __________________________________________________________________

Fax Number: _______________________________________________________________________

Email Address: ______________________________________________________________________

Does business have an alarm? ___Yes ___No

If “Yes”, with what alarm company? ___________________________________________________

Would you like any of the following trainings?

___Business Security Assessment ___Workplace Violence

___Commercial Robbery Training ___Shoplifting Prevention

___Crime Reporting Training ___Check and Credit Card Fraud

___Office Theft and Security Training ___Personal Safety for Employees

Other Training (Specify): __________________________________________________________________

__________________________________________________________

Please return this application to the Roanoke Police Department, 309 Third Street SW, Roanoke, VA 24011, with a copy to the Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-2132 for more information.

Date Received: _______________ Grant Date: ____________________
This certifies that this businesses: ___________________________________________,
located at ________________________________________________________________
has participated in the Star City Business Watch Program and is therefore eligible for
the City of Roanoke’s Enterprise Zone One A’s Business Security Grant incentive. The
business has undergone the following programs and the following recommendations
were made on this date, ___________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Certified by: _______________________________________________________________
From the Roanoke Police Department on this date: ____________________________

A copy of this certificate is to accompany the Business Security Grant Application.
To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke will provide a grant, through the Economic Development Authority, to businesses successfully completing the Police Department’s Star City Business Watch Program and have enacted security measures recommended by the Police Department as a result of the program. The grant will reimburse a business up to 50% of their approved investment in security measures, capped at $500.

Date: ______________________

Legal name of business: ______________________________________________________________

Contact person: ________________________________________________________________

Contact telephone number(s): ________________________________________________________

Street address of business: ___________________________________________________________

The following documents have been attached:

☐ Certificate of Qualification from the Police Department or security assessment provided by the Police.

☐ Documentation of expense of security measures taken.

☐ Copy of City of Roanoke Business License.

☐ Such other information as may be requested by the City.

I am requesting a grant of $__________________________ to offset the cost of the security measures undertaken at the recommendation of the Roanoke Police Department.

Signature of Business Owner: ________________________________________________________

Date: ______________________

I certify the information contained in this application is to the best of my knowledge both correct and true.

Please return this application to the Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011 or fax to (540) 853-1213. Call (540) 853-5405 for more information.
Businesses qualifying for job training assistance from the Virginia Department of Business Assistance (DBA) may be eligible for job training grants from the Economic Development Authority of the City of Roanoke. The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City’s sole discretion, but cannot be more than the amount from the state or, combined with the state’s grant, cannot exceed the training need. It is the expectation of the City the business will work closely with the Economic Development Department throughout negotiations with the DBA. Grants are made through the EDA on a reimbursement basis.

**Application must include:**

1. Job Training Grant Application form (see next page).
2. Copy of letter from the DBA documenting qualification and estimate of state assistance.
3. Proof of job creation.
4. Documentation of training expenses.
5. Such other information as may be requested by the City.

Please note: Incomplete applications will not be processed by the EDA and the applicant will be notified by the Economic Development Department of any discrepancies, as well as when these discrepancies must be addressed in order to process the application and grant.
To: Enterprise Zone Administrator

As a part of the Enterprise Zone One A program, the City of Roanoke, through the Economic Development Authority, provides job training grants to businesses qualifying to receive job training assistance from the Commonwealth of Virginia’s Department of Business Assistance (DBA). The amount of the grant may be up to or equal to the amount of assistance from the DBA, as determined by the City at the City’s sole discretion, but cannot be more than the amount from the state or, combined with the state’s grant, cannot exceed the training need.

Date: _____________________

Legal name of business: __________________________________________________________

Contact telephone numbers: _______________________________________________________

Contact email: _________________________________________________________________

Street address of business: _______________________________________________________

Mailing address of business: ______________________________________________________

I have attached the following documents, which are required in order to process my application:

___ Copy of letter from the DBA stating the business qualifies for DBA assistance & the amount of the financial assistance.

___ Documentation of financial cost of training for the new employees.

___ Proof of job creation, as required to qualify for assistance from the DBA.

___ Such other information as may be requested by the City.

I understand the amount of grant is at the discretion of the City of Roanoke. I also understand the City of Roanoke or EDA may require receipts or other proof of payment for training provided to new employees.

I certify the information contained in this application is to the best of my knowledge both correct and true.

Signature of Owner: _____________________________________________________________

Date: _____________________

Please return this form to: Enterprise Zone Administrator, Economic Development Department, 117 Church Avenue SW, Roanoke, VA 24011, or fax to (540) 853-1213. Please call (540) 853-5405 with any questions.

Date Rec’d: _____  EDA Approval: _____  Completion: _____  Check # & Date: _____  Grant Date: _____