

Wallingford Center, Inc.  
Façade Improvement Program Application

**PLEASE FOLLOW ALL DIRECTIONS TO BE ELIGIBLE FOR THE FACADE  
IMPROVEMENT PROGRAM**

**THE DESIGN COMMITTEE WILL REVIEW APPLICATIONS  
ON AN AS NEEDED BASIS TO EXPEDITE PROJECT WORK**

**DO NOT BEGIN WORK PRIOR TO AUTHORIZATION FROM THE  
WALLINGFORD CENTER, INC. DESIGN COMMITTEE IF YOU WANT TO BE  
CONSIDERED FOR AN AWARD**

FOR OFFICE USE\*\*\*\*\*

Property or Business Name and Address:

Date Application Received:

Date Design Committee Approved Application:

Approved Amount of Award:

Date Work Completed:

Date Money Issued:

Check Number:

**WALLINGFORD CENTER, INC.**  
**FACADE IMPROVEMENT PROGRAM**

**INTRODUCTION:**

Wallingford Center, Inc.'s revitalization program strives to aid the downtown district of the Town of Wallingford by encouraging economic growth that restores and maintains the historic attractions and significance of the downtown area. The program follows the four points of the Main Street Program as specified by the National Trust for Historic Preservations Main Street Center: organization, promotion, economic development and design. Their guidelines state that design is enhancing the visual quality of downtown and that attention must be given to all elements of the district: historic buildings, storefronts, public improvements, landscaping, window and merchandise displays as well as the general cleanliness of the area. Therefore, Wallingford Center, Inc. has developed a façade improvement program to be conducted by the Wallingford Center Design Committee. The program takes an organized approach to improving the design of the buildings in the downtown district in the Town of Wallingford.

The following guidelines will be used by the Design Committee to assess façade improvement applications. By following these guidelines, applicants can ensure their projects will be able to qualify for any available funds. Also, applicants can be assured of enhancing the image of the Town of Wallingford as a special place to work, shop, socialize, and for tourists to come and enjoy.

**PURPOSE:** The purpose of the façade improvement program is to provide an economic incentive to:

1. Renovate building facades within the downtown district of the Town of Wallingford. Façade is defined as: the face of a building, the front, side, or rear elevation of a building. First priority will be given to the front of a building.
2. Encourage good design projects that capitalize on the rehabilitation of existing properties paired with the introduction of compatible new design.
3. Preserve unique historic character.
4. Provide guidance, incentive and recommendations for tasteful façade renovation and replacement.
5. While providing to meet all the above-mentioned goals, it is also the duty of the Design Committee to ensure funds provided for the improvement are carefully and thriftily decided upon.

## **ELIGIBILITY:**

1. At this time, eligibility is limited to any building owner, tenant or structure located within the downtown business district defined as Curtis Street to Prince Street and Pomeroy Avenue to Washington Street.
2. Owners or tenants may apply for the façade improvement program; however, any tenant must have the owner's signature on the application.

## **CRITERIA:**

Funds are given on a 50-50 matching basis. Wallingford Center, Inc. will match up to one thousand five hundred dollars (\$1,500.00) per façade improvement project.

## **SOURCE OF FUNDS:**

The façade improvement program is made possible through funds provided by the Town of Wallingford. The funds will be determined on an annual basis.

## **TIME LIMITATIONS:**

Façade projects must be completed within six (6) months after the applicant has been notified of approval. A reasonable extension may be granted, based upon the good faith efforts of the applicant, through written notification to the Design Committee. Funds will not be released to the applicant if the project is not completed within the time period.

## **PROCESS OF RECEIVING FUNDS:**

1. Conference with the Wallingford Center, Inc. Executive Director or a member of the Design Committee who will distribute an application form if the proposed project is within the program guidelines.
2. Owner/tenant fills out application, along with three (3) detailed cost estimates, unless otherwise specified by the Design Committee for all planned work.
  - **Applications should also include detailed design plans and dimensions, both written and sketched.**
  - **Owner's permission, if necessary.**

- **Artist rendering must be submitted with application.**
  - **Owner/tenant submits application to Wallingford Center, Inc.'s Executive Director.**
3. The Design Committee reviews and approves or disapproves the application. They then notify the Board of Directors their decision at the following Board meeting. The Design Committee reserves the right to deny an application based on their experience and to recommend alternatives in light of the current use of the building.
    - A notification letter is sent to the applicant as to whether the project has been accepted as described in the application, accepted with conditions, or rejected. If the application is rejected, it may be resubmitted by the owner/tenant with modifications or may be appealed to the Wallingford Center, Inc. Board of Directors. Any member of the Wallingford Center, Inc. Board of Directors or Design Committee submitting an application will excuse the applicant from the discussion and selection process to alleviate any conflict of interest.
  4. A contract agreement (attached) must be signed upon approval and prior to beginning work. Parties in the agreement will be the applicant, building owner and the Wallingford Center, Inc. Executive Director who is authorized to sign on behalf of the Design Committee and the Wallingford Center, Inc. Board of Directors.
  5. Upon project completion, copies of all the applicants paid and dated statements or invoices must be submitted to the Wallingford Center, Inc. Executive Director.

**ANY CHANGES TO APPROVED DESIGN MUST BE  
RE-SUBMITTED TO THE DESIGN COMMITTEE.**

6. The Wallingford Center, Inc.'s Executive Director and/or a qualified representative will inspect the completed work and issue a check for one-half of the actual project cost or \$1500.00, whichever is less, provided the work is in accordance with the agreement.
7. When the building is sold or leased, the new owner/tenant must prepare a personal covenant stipulating to the next owner/tenant that they have to comply with the Secretary of Interior's guidelines. (See Attached Guidelines)

## **GUIDELINES:**

1. The Secretary of the Interiors Standards for Rehabilitation will be used as guidelines in making improvements to the façade of the structure.  
(See Attached Guidelines)
2. Rehabilitation of structures in Wallingford should be considered a contemporary solution, which respects the architectural integrity of the entire front, retaining those elements that enhance the building.
3. All rehabilitation design proposals will meet with the zoning, building and fire code requirements of the Town of Wallingford.
4. Any exterior renovation proposal – from an entire façade rehabilitation to maintenance items such as repainting or replacing building parts – is eligible for funding but top priority will be given to projects which will make a highly visible contribution to the revitalization district.

Examples include:

- A. Removing of false facades
- B. Cleaning of brick/stone fronts which include chemical stripping, water wash or scraping. **Sandblasting of a façade will NOT be approved.**
- C. Repainting
- D. Repair/replacement of windows and doors
- E. Installation of canvas awnings
- F. Repainting of brick
- G. Structural repair
- H. Historical reconstructions and replacement of original architectural details

Examples of items that cannot be funded, either in whole or part by the façade improvement program include:

- A. Sandblasting
- B. Demolition of historic features
- C. Interior improvements
- D. Roof repairs
- E. Illuminated signs

**OTHER GUIDELINES THAT SHOULD BE FOLLOWED AND/OR OPEN TO REVIEW BY THE DESIGN COMMITTEE AND THE WALLINGFORD CENTER, INC. BOARD OF DIRECTORS**

**COLOR:**

Colors should be chosen from historical color charts and should coordinate with neighboring buildings. Contrasting colors which accent architectural details and entrances are encouraged.

**SIGNS:**

Wallingford Center, Inc. does include signage in the façade improvement program.

**AWNINGS:**

- A. Awnings should relate to shape and color of the buildings.
- B. First floor awnings should terminate no higher than one foot (1) below second floor windows.
- C. Metal canopies and vinyl awnings will not be considered.
- D. Awnings with letters or logos must be approved by the committee
- E. All awnings will remain with the building in the case that the applicant leaves that Property
- F. Sample of fabric must be included with estimate.

**CORNICES:**

- A. The retention and repair of existing cornices is strongly encouraged wherever possible.
- B. The re-creation of missing cornices should be done with care, using historic photographs as a guide.

**SIDE ELEVATIONS AND REAR FACADES:**

- A. Side elevations and rear facades should be treated as seriously as main facades.
- B. The development of rear or side entrances with appropriate design is encouraged and should follow the stated guidelines.

**For additional information, please contact:**

**Wallingford Center, Inc. Design Committee  
Wallingford Center, Inc.  
261 Center Street  
Wallingford, CT 06492  
203-284-1807**

## **THE SECRETARY OF INTERIOR'S STANDARDS FOR REHABILITATION**

1. Every reasonable effort shall be made to provide a compatible use for a property, which requires minimal alteration of the building, structure, or site and its originally intended purpose.
2. The distinguishing original qualities or character of a building, structure, or site, and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create an earlier appearance shall be discouraged.
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site, and its environment. These changes may have acquired significance in their own right, and this Significance shall be recognized and respected.
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure, or site, shall be treated with sensitivity.
6. Deteriorated architectural features shall be repaired rather than be replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken.
8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to any project.

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historical architectural or cultural material, and such design is compatible with the size, scale, color, material and the character of the property, neighborhood or environment.
10. Whenever possible, new additions or alterations to structures shall be done in such a manner that if such additions were to be removed, the essential form and integrity of the structure would be unimpaired.



**WALLINGFORD CENTER INC.  
FAÇADE IMPROVEMENT PROGRAM CONTRACT  
STATE OF CONNECTICUT  
COUNTY OF NEW HAVEN**

THIS AGREEMENT, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by and between Wallingford Center, Inc. party of the first part, and  
\_\_\_\_\_ hereinafter referred to as the RECIPIENT,  
PARTY OF THE SECOND PART.

**WITNESSETH THAT:**

Whereas, Wallingford Center, Inc. is dedicated to the renovation and rehabilitation of the commercial structures in the downtown business district of the Town of Wallingford; and

Whereas, Wallingford Center, Inc. is willing to award funds for building façade renovations for the purpose of assisting in the rehabilitation of certain existing commercial structures provided the RECIPIENT agrees to certain conditions defined by the Wallingford Center, Inc. Design Committee.

NOW THEREFORE, in consideration of the promises and mutual covenants herein contained the parties agree as follows:

1. The Recipient agrees to utilize the funds to fulfill that project described in the Wallingford Center, Inc. façade improvement program application attached Hereto as Exhibit "A" and in the Letter of Notification attached hereto as Exhibit "B" and to utilize said funds for building renovations and rehabilitation.
2. The Recipient agrees to renovate and rehabilitate those premises described in Exhibit "A" and "B" in accordance with the Secretary of the Interior's Standards for Rehabilitation so as to preserve the historical integrity of the premises.
3. The Recipient agrees to maintain the architectural integrity of the entire structure and premises retaining those elements that enhance the structure and premises.
4. The Recipient agrees to abide by and conform to all rehabilitation and renovation undertaken pursuant to this agreement to all applicable laws of the United States, the State of Connecticut and those applicable provisions of the ordinances of the Town of Wallingford, directly or indirectly related to the subject matter of this agreement.
5. The Recipient agrees to complete the renovation project by \_\_\_\_\_ (date) which is within six (6) months of approval of the project. Failure to complete the project by this date without an approved extension will result in breach of this agreement.

6. The amount of this award is \_\_\_\_\_, payable upon completion of said project, provided said project meets with the approval of the Design Committee and is completed in accordance with those provisions specified in the Letter of Notification.
7. The Recipient agrees that in the event the actual project costs less than the than the estimated costs, Wallingford Center, Inc. will reduce the award to one-half (1/2) the amount of the actual project costs.
8. Technical assistance provided by Wallingford Center, Inc. will be advisory only. Wallingford Center, Inc. will not be party in negotiations between the Recipient and any contractor employed by him/her.
9. This agreement may be terminated and Wallingford Center, Inc. may withhold monies upon the Recipient's breach of or failure to perform any of the terms of this agreement including those provisions in Exhibit "A" and "B". Wallingford Center, Inc. shall give the Recipient ten (10) days notice in writing of termination for any cause.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their proper officials upon the day and year first above written.

BY: \_\_\_\_\_  
Wallingford Center, Inc. Executive Director

BY: \_\_\_\_\_  
Recipient

BY: \_\_\_\_\_  
Witness, Design Committee

**WALLINGFORD CENTER, INC.  
FAÇADE IMPROVEMENT APPLICATION**

Property or address: \_\_\_\_\_

Proposed or current use: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner/Tenant (circle one)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Description of project: (please refer to any attached photos, paint colors, awning swatches, etc.)

Three (3) estimates of cost unless otherwise specified by the Design Committee.

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

I understand that the façade improvement incentive must be used for the project described in this application only and must be completed within six months from the approval of application.

**Any variation without approval from the Wallingford Center, Inc.  
Design Committee may result in non-payment.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Tax ID or SS#: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of property owner (if different from tenant)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_