

# **Allston Village Main Streets**

## **SIGN, LIGHTING AND AWNING PROGRAM GUIDELINES**

### ***What is the Allston Village Main Streets Sign, Lighting and Awning Program?***

The program offers up to \$2,500 in matching funds to businesses in the Allston Village Main Streets' program area in order to improve the appearance of individual buildings, as well as the overall look of the district. Improvements must be to areas visible from the public way. The goal of this program is to leverage private improvements while making revitalization efforts affordable, creative and community-based.

The Sign, Lighting and Awning Program is administered by the Design Committee of Allston Village Main Streets (AVMS). The Committee is made up of Allston Village business and property owners and residents, some of whom have design expertise and others who just want to improve the physical appearance of the community.

### ***Who can apply for funding?***

Any building owner or store proprietor/tenant with lease authority or authorization from owner can apply for funding. The project site must be located in the Allston Village Main Streets district. (See attached map.) Tenants must have a minimum of two years remaining on their lease or an option to renew.

### ***What types of improvements are eligible for funding?***

- Signs (new, repairs, replacements, removal)
- Lighting
- Awnings
- Grate and grate box removal or conversion of solid grates to an open mesh style; installation of electronic security systems to replace grates is also an allowable expense

Removal of roll-down solid grates includes removal of the grate boxes. If you have solid grates and are applying for funds for other improvements, it will be required that you also remove the grates.

### ***Are there any design guidelines?***

Projects must conform to the Boston Zoning Code (as may be amended) and the Allston Brighton Neighborhood District section of the zoning code or obtain zoning relief. Projects must also meet the approval of the Allston Village Main Streets' Design Committee. Allston Village Main Streets has slideshows and other educational materials on signage, awnings, facade improvements and other aspects of commercial district design. AVMS staff can share these with you at your convenience.

### ***How are projects selected for funding?***

Applications will be selected based on their compatibility with the vision and goals of the Main Streets' Program and their impact on the district.

*continued*

### ***How is the money awarded?***

This is a matching grant program, which means that the applicant pays a portion of the improvement and Main Streets pays a portion. The amount of the match must be at least 1:1—the applicant pays \$1 and Main Streets pays \$1. However, there is a maximum grant contribution by Main Streets of \$2,500 per project. *Work completed prior to letter of commitment is not eligible for funding.* Grant funds are disbursed on a reimbursement basis and cannot be issued until the proposed project has been completed. Before a check is cut, applicants will need to submit proof of payment for completed work and Main Streets staff must review the completed project to determine that the actual work performed was the work approved.

### ***How does the application process work?***

First, applicants should meet with AVMS staff and complete an application. Depending on the extent, priority and visibility of the work involved, the Main Streets Design Committee may allocate design assistance to applicants to help develop a proposal. Design assistance is offered without charge to the applicant.

When the application has been reviewed and approved by staff, Design Committee and Board representatives, it will be referred to the Boston Main Streets office for compliance with all necessary city and federal funding regulations. Every effort will be made to speed the process. Following approval of the application, the applicant will receive a letter of commitment from the Allston Village Main Streets office for the specified amount with information on any other requirements. The applicant can then proceed with necessary permitting and city review processes. If the total project cost is over \$2,000, the project may be subject to the requirements of the federal Davis–Bacon prevailing wage law for contractors and sub-contractors.

Funds will be released to the applicant upon completion, inspection and documentation of matching funds.

### ***What happens after a project is selected for funding?***

Work selected for a matching grant must be completed within 6 months of approval of the application, unless extended by Allston Village Main Streets. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions. The applicant also agrees to maintain the property and improvement.

The Allston Village Main Streets program may promote an approved project including, but not limited to displaying a Main Streets' sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials.

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*Note: Allston Village Main Streets and Boston Main Streets reserve the right to make changes in the conditions of the Sign, Lighting and Awning Program as warranted.*

# Allston Village Main Streets

## SIGN, LIGHTING AND AWNING PROGRAM Preliminary Application Form (Project Consideration Phase)

Name of business(es) \_\_\_\_\_

Address of business(es) \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

Type of business \_\_\_\_\_ Number of current employees \_\_\_\_\_

Will this project create any new jobs?  yes  no. If yes, how many? \_\_\_\_\_

Name of applicant \_\_\_\_\_

E-mail address \_\_\_\_\_

Applicant is the  Property Owner  Business Owner  Other \_\_\_\_\_

When does your current lease expire? \_\_\_\_\_

How long has the business been at the current location? \_\_\_\_\_

Property owner's name (if different from applicant) \_\_\_\_\_

Property owner's address \_\_\_\_\_

Property owner's phone number \_\_\_\_\_

*Note: If you are not the property owner, please have the property owner or an authorized representative co-sign this application where indicated in the General Conditions.*

### Proposed Improvements

Please describe the proposed improvement to the property. Include two color photographs showing the existing building conditions. If you have any additional building information, such as measured plans or site plans or architectural documentation for improvements, such as plans, sketches or construction costs, please include them with your application.

Description of proposed improvement (e.g., signs, lighting, awning): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed project budget \_\_\_\_\_ Desired completion date \_\_\_\_\_

How much funding assistance would you be requesting? \_\_\_\_\_

Would you like Design Assistance (no cost to business or property owner)?  yes  no

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Two copies of two color photos attached (required).  Additional information attached (optional).

Non-refundable \$20 application fee attached, payable to Allston Village Main Streets.  Affidavit

AVMS use only: AVMS approval \_\_\_\_\_ Date \_\_\_\_\_

# Allston Village Main Streets

## SIGN, LIGHTING AND AWNING PROGRAM

### *Project Consideration Phase*

#### **General Conditions**

It is expressly understood and agreed that the applicant is not an agent, servant, employee, or sub-contractor of Allston Village Main Streets, Inc.

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold Allston Village Main Streets, Inc., and/or its agents, employees, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Sign, Lighting and Awning Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Sign, Lighting and Awning Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within two years.

The applicant authorizes Allston Village Main Streets, Inc., and Boston Main Streets to promote an approved project, including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in Main Streets' materials and press releases.

The applicant understands that Allston Village Main Streets, Inc., and the Boston Main Streets Program reserve the right to make changes in conditions of the Sign, Lighting and Awning Program as warranted.

Name of business \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

*If applicant is not the property owner, please have the property owner or an authorized representative review and co-sign this application below.*

As owner of the property at \_\_\_\_\_ I have reviewed the above application and authorize operator of \_\_\_\_\_ at said address to perform the improvements described above as part of the AVMS Sign, Lighting and Awning Program.

Signature of property owner or authorized representative \_\_\_\_\_ Date \_\_\_\_\_

**AFFIDAVIT**

Any person submitting an Application must truthfully complete this Affidavit and submit it with their Application. Questions apply to you as an applicant and any co-applicant(s) or co-owner(s). The applicant and all co-applicants must sign this Affidavit below.

1. Do you or any of the co-applicants owe the City of Boston any monies for incurred real estate taxes, rents, or other indebtedness?  
No  Yes  (explain) \_\_\_\_\_
2. Were you or any of the co-applicants ever the owners of any property that the City of Boston foreclosed for his/her failure to pay real estate taxes or other indebtedness?  
No  Yes  (explain) \_\_\_\_\_
3. Have you or any of the co-applicants ever been convicted of any arson-related crimes, or are you currently under indictment for any such crime?  
No  Yes  (explain) \_\_\_\_\_
4. Have you or any of the co-applicants ever been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three years?  
No  Yes  (explain) \_\_\_\_\_
5. Are you or any of the co-applicants and immediate family members\* currently employed or employed in the last 12 months by the City of Boston?  
No  Yes  (explain) \_\_\_\_\_

\*Immediate family is defined as spouses, parents, offspring and siblings. If yes, employed in what capacity? Please include name of principal, name of agency or department, and position held in that agency or department.

\_\_\_\_\_  
\_\_\_\_\_

6. Have you received any prior technical assistance or financial assistance from the Department of Neighborhood Development?  
No  Yes  (explain) \_\_\_\_\_

The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston Department of Neighborhood Development (other than those explained above). For purposes of this affidavit "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

SIGNED UNDER THE PAINS AND PENALTIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

APPLICANT'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CO-APPLICANT'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CO-APPLICANT'S SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

# Allston Village Main Streets

## SIGN, LIGHTING AND AWNING PROGRAM Full Application Form (*Design Approved/Bidding Phase*)

Name of applicant \_\_\_\_\_

Name of business \_\_\_\_\_

Address of business \_\_\_\_\_

### Approved Improvements

Please describe below the actual improvements approved for this project. The following *must* accompany this application: a shop drawing for new sign and/or awning; detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); two bids on contractor letterhead; and a signed Davis–Bacon form from the selected contractor (if applicable).

Proposed improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total budget \_\_\_\_\_ Proposed start date \_\_\_\_\_ Estimated completion \_\_\_\_\_

This project is to comply with the design package provided and paid for by Boston Main Streets or the outside architectural firm hired by the applicant and approved by Boston Main Streets and Allston Village Main Streets.

All work is to be completed within six months, on or before \_\_\_\_\_ unless extended by Allston Village Main Streets.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

*If applicable: I, as a Board Member of Allston Village Main Streets, recused myself from voting on this application.*

*Signature of applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

Shop drawings attached.  Cost estimates attached.  Supporting sketches attached.  Davis–Bacon form attached.

### Applicant Requirements for reimbursement:

Please be aware that funds will be released to the Applicant Allston Village Main Streets confirms acceptable completion of the work and the applicant submits the following:

- Request for reimbursement accompanied by proof that complete payment has been made. This includes cancelled checks and invoices marked “paid” with no balance remaining.
- Davis–Bacon requirements have been met. (Two signatures required: one before construction; one after construction.)
- Affidavit submitted with consideration form.
- Minimum of two “after” photos.

\_\_\_\_\_

**For AVMS Use:** Approved AVMS Grant \$ \_\_\_\_\_ Date \_\_\_\_\_

AVMS Approval \_\_\_\_\_ Date \_\_\_\_\_

**For BMS Use:** BMS Design Approval \_\_\_\_\_ Date \_\_\_\_\_

BMS Manager Approval \_\_\_\_\_ Date \_\_\_\_\_