



**SIDEWALK and LANDSCAPING
IMPROVEMENT GRANT
APPLICATION**



Name of Applicant _____	Date Submitted _____
Name of Property Owner _____	
Applicant Mailing Address _____	
City _____	State _____ Zip _____
Applicant telephone number(s) _____	
Applicant email address _____	

Property Address _____

Building Name, *if any* _____

Tax Map and Parcel Number _____

Existing Property Use(s) _____

Proposed Property Use (if different) _____

Type of Improvement: *(Check all that apply)*

Sidewalk Replacement _____ Sidewalk Improvement _____ Landscaping _____

Other (specify) _____

Please describe which portions of the proposed improvements are mandatory under the City's site plan approval process? _____

Brief Description of Improvement Project: _____

A complete application must include the following as supplemental attachments:

1. Photo of the existing sidewalk or landscaping conditions
2. Site plan showing existing structures and proposed sidewalk and landscaping improvements.
3. Property owner's written approval (*if applicable*)
5. Cost estimate(s) from licensed contractors(s)

Total Cost of Improvement \$ _____

Total Reimbursement requested \$ _____ (*50% of total project cost, up to \$4,000*)

I understand that reimbursement is granted upon completion of the project as outlined in this application. The applicant must submit evidence of payment for services and/or materials.

I understand that changes made to the approved design will disqualify the project for any available grant funding from the City of Waynesboro at the discretion of the Economic Development Authority and the City of Waynesboro Economic Development Director.

I further understand that reimbursement depends on annual funding appropriations by the City Council of Waynesboro.

To the fullest extent permissible under Virginia law, the applicant and contractor will hold harmless and indemnify the Office of Economic Development, the Economic Development Authority, and the City of Waynesboro against all costs, damages, claims, liabilities, expenses, losses, and court costs in the event of property damage or physical injury as a result of working on the project.

Applicant signature _____ Date _____

Completed Application received on _____, 200__ by _____
Waynesboro Office of Economic Development

SIDEWALK and LANDSCAPING IMPROVEMENT GRANT PROGRAM GUIDELINES

*Jointly sponsored by the City of Waynesboro Office of Economic Development
and the Waynesboro Economic Development Authority*

Program Objectives

Encourage private investment within the Enterprise Zone to ensure the zone is safe, pedestrian friendly, and welcoming.

Program Budget

This program is funded on an annual basis through the City of Waynesboro and the Waynesboro Economic Development Authority. Sidewalk and landscaping applications are accepted on a rolling basis until annual funds are fully expended. In cases where annual funds are insufficient to cover additional grants, the City of Waynesboro or the Economic Development Authority may consider additional appropriations on a case-by-case basis.

Program Description

The Sidewalk and Landscaping Improvement Grants are reimbursement grants, available for 50% of the total project cost, up to a maximum of \$4,000. Applications may include improvements to all sides of the property that are located within the Enterprise Zone. For projects which are phased, multiple applications may be submitted for the same property with an annual cap of \$4,000.

Preference may be given to applications which include sidewalk and landscaping improvements that exceed the City's minimum regulatory standards under a site plan review and for improvements which support targeted businesses or industries as outlined in the Economic Development Authority's Economic Development Strategic Plan.

Qualified Applicant. Any owner of Enterprise Zone property, or any tenant or prospective tenant having the building owner's written approval.

Qualified Area. Any property within the two Waynesboro Enterprise Zones, as outlined on the attached maps.

Qualified Improvements. Any external improvement to sidewalks and landscaping, including replacement of sidewalks, installation of handicap ramps, and plantings of trees and permanent landscaping fixtures. Routine maintenance is not eligible. The Economic Development Authority reserves the right to fund only the portions of projects which exceed the minimum development standards of the City.

Improvement Standards. Any changes approved design while the project is under construction must be approved by the Economic Development Authority prior to installation. All construction must be done in accordance with local code, including building permits when applicable.

Application Process

Each applicant must submit one original and two copies to the Waynesboro Economic Development Office. Applications will typically be reviewed on a monthly basis by the Economic Development Authority for completeness, certification of appropriate design criteria, and approval of funding.

Grant recipients will be notified immediately upon project review.

Reimbursement will be made within thirty days of invoice submission and project review by the Director of Economic Development and at least one member of the Economic Development Authority.

When funding for the current year is exhausted, the Economic Development Authority may continue to accept applications. If approved, reimbursement requests may be funded through undesignated EDA funds or held by the EDA until the next fiscal year. Reimbursement for applications held over to the next fiscal year depend entirely on the amount of funding appropriated by the Waynesboro City Council.