



Local Historic District Grant Program

About the Program

Local Historic District grants are available to owners of buildings located within the Local Wake Forest Historic District. The purpose of the grant program is to provide financial incentives that will encourage appropriate improvements to local historic district buildings. This will increase the longevity of the materials, buildings and district as a whole. The grant program is administered and funded by Wake Forest Historic Preservation Commission.

The program will provide a maximum of five grants per year up to \$1,000 per grant. The grants can only be used for the historic preservation of the building exterior. New construction, interior renovation, site improvement, and landscaping are not eligible for the program.

Grant Conditions

Each property shall be limited to one grant per twenty-four months. Grants are subject to available funding. A grant must be approved prior to commencement of any construction work. Grants take the form of reimbursements after the fact, which means that all work covered by the grant must be completed and paid for by the owner prior to receipt of the grant. Applications will be accepted on a first come first serve basis.

Grant Process

- 1 Interested property owners must have an approved grant application and approved Certificate of Appropriateness (COA) prior to starting any work. No expenses that predate the grant award shall be eligible for reimbursement.
- 2 Application forms are available online at www.wakeforestnc.gov search "HPC Grant" or contact the Senior Planner for Historic Preservation at mmichael@wakeforestnc.gov.
- 3 Grant applications are received and reviewed throughout the year. Complete application forms with all required attachments (including contractor and vendor quotes, photographs, drawings, and color samples) are required for a complete application.
- 4 Incomplete applications will not be reviewed. They will be returned to the applicant.
- 5 The proposed improvements and methods will be required to meet the Secretary of Interiors Standards for Rehabilitation and the Wake Forest Historic District Design Guidelines and the Unified Development Ordinance and to follow best practices.
- 6 The Town of Wake Forest Senior Planner for Historic Preservation can assist with guidance and information about the grant.
- 7 The Town of Wake Forest Senior Planner for Historic Preservation will present each grant application to the Historic Preservation Commission at their regular monthly meeting.
- 8 The Historic Preservation Commission will consider the application and vote to approve, approve with added conditions, deny, or table pending receipt of more information. The Historic Preservation Commission reserves the right to require revisions, clarifications, additions, and resubmittal.
- 9 The Town of Wake Forest Senior Planner for Historic Preservation will notify the applicant of the Commission's action.
- 10 Applicant shall have four (4) months to commence work described in the approved grant application. If more time is needed, then prior to the expiration of the four months, the applicant shall request in writing a proposed time extension amendment to the application.
- 11 When the improvements are complete, the applicant shall notify the Senior Planner for Historic Preservation and provide proof of expenses (including permits fees where required), proof of payment of all contractors and vendors, and (where applicable) evidence of acceptance of the building inspector.



Submittal Checklist – Please complete this checklist prior to submitting your application to ensure you are eligible for the Historic Preservation Commission Grant Program.

Was the application submitted prior to the work being started?

- Yes *If yes, proceed to the next question.*
- No *If no, project is not eligible for a grant.*

Is the application complete?

- Yes *If yes, proceed to the next question.*
- No *If no, return application for more information.*

Is the building located in the Wake Forest Local Historic District?

- Yes
- No *If no, the project is not eligible for a grant.*

Have you applied for and received a Certificate of Appropriateness (COA) from staff or the Historic Preservation Commission for the project?

- Yes
- No *If no, please submit a COA*

Has the project been reviewed by the Town of Wake Forest Planning Department for compliance with the Unified Development Ordinance

- Yes *If yes, attach written evidence of town staff approval.*
- No *If no, return the application for more information.*

Will the proposed improvements require a building permit?

- Yes *If yes, attach a copy of the building permit application.*
- No *If no, provide a brief explanation below*

Additional Information Required:

- 1) Current Photographs that clearly illustrate the condition**
- 2) Plans and/or specifications of the work to be done**
- 3) Any material submittals (shingle, brick, etc.)**

IMPORTANT CONTACTS

Senior Planner for Historic Preservation | 919-435-9516 | mmichael@wakeforestnc.gov

Town of Wake Forest Planning Department | 919-435-9510 | www.wakeforestnc.gov/planning.aspx

Town of Wake Forest Inspections Department | 919-435-9530 | www.wakeforestnc.gov/residents-inspections.aspx

North Carolina State Historic Preservation Office | 919-807-6570 | www.hpo.ncdcr.gov

OFFICE USE ONLY

Application received on:

Approved/denied on:

Inspected on:

Paid:

Applicant Information

Applicant Name:

Name:

Address:

City:

State:

Zip:

email:

Phone:

Alternate:

Phone:



Property Owner:

Proof of property owner's permission for the project is required. Property owner can sign above to indicate their permission OR you may attach written proof of permission from property owner.

Owners Address (if different from above):

City:

State:

Zip:

email:

Phone:

Property Owner's Signature:

Date:

Printed Name:

title:

Next

Project Information

Projected Cost of Improvements:

Owner's Funding Sources:

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Description of Project:

Use space below. Attach supplementary information including estimates or quotes, drawings, colors and material samples.

Certification and Signature

I, the undersigned, certify that all information presented is truthful and accurate, to the best of my knowledge and belief. I hereby accept and agree to all terms and conditions presented above. I understand that grant funds applied for under this program must be used for the project described above and that funds will be disbursed on a reimbursement basis only, after successful completion and inspection of the project. I further understand that the Wake Forest Historic Preservation Commission reserves the right to reject any or all grant applications.

Applicant Signature:

Printed Name:

Date:

Submit completed application to: Town of Wake Forest, Attn: Michelle Michael ∞ 301 S. Brooks St. ∞ Wake Forest, NC 27587 ∞ Questions? **919-435-9516**

For Office Use

Date of HPC Meeting	Motion by:	Second:	Vote
Amount Approved		Application Denied	
HPC Chairperson Signature		Date	
Amount Paid		Date Paid	
Finance Director Signature		Date	