



## **ECONOMIC DEVELOPMENT DOWNTOWN RENOVATION INCENTIVE GUIDELINES**

The Downtown Renovation Incentive is a program of the Forney Economic Development Corporation (FEDC). This program is a targeted effort focused on revitalizing and redeveloping downtown Forney.

The purpose of the grant is to encourage property owners and lease holders to improve buildings reflecting the historic values of Downtown Forney. Building improvements including new awnings, paint/resurfacing, and interior remodeling for public benefit are eligible for funding, but priority is given to highly visible contributions to the overall appearance of downtown and the adjacent district. Improvements must be attached to the property, and general maintenance (HVAC, plumbing, electrical, etc.) is ineligible.

Grants are awarded on a case-by-case basis only. Application is not a guarantee of award.

### **Incentives:**

- Up to 50% for exterior improvements not to exceed \$10,000
- Up to 20% for interior improvements not to exceed \$5,000

### **Criteria:**

- Business/building must be located in the Central Business District; or
- An area adjacent to and/or as an entrance to and/or as a benefit to the Central Business District or Central Transition Overlay
- Must be a legal business entity
- Tenant must have property owner authorization

## Process:

- Complete and submit City of Forney Building Permit Application. Application is available via the City web site at [www.cityofforney.org](http://www.cityofforney.org) or City of Forney Community Development Office, 101 E. Aimee Street, Forney, TX 75126
- All proposed improvements are subject to review and acceptance by City of Forney Architectural Review Board (ARB)\*
- Community Development Office staff will schedule ARB meeting for consideration of the application. This requires notification of a Public Hearing. Please allow 3-4 weeks until an ARB meeting may take place. If approved, ARB actions may include:
  - If minor repairs/painting is approved, no further action by ARB, application forwarded to FEDC for review and/or approval at future meeting
  - If major renovations, awnings or canopies, ARB make recommendation to Forney Planning and Zoning Commission (P&Z). P&Z considers application at future meeting and recommends action to Forney City Council. City Council considers application at future meeting and approves or denies plans. Following City Council approval, application is forwarded to FEDC for review and funding approval at future FEDC meeting
- Staff will present the package before the FEDC Board of Directors for review. If approved for an incentive, a contract will be drawn up between the applicant and the FEDC. Upon approval by FEDC Board, the applicant will have 8 months to complete their facade (2 months to pull permits and 6 months to complete work).
- Upon completion of the project, the applicant must submit a written request for payment and include proof that the project has been paid in full (unless a promissory note has been granted.) The FEDC will process the approved grant funding through the City of Forney. Please allow 2-3 weeks for processing.

\*if within the Historical Overlay Zone



**ECONOMIC DEVELOPMENT  
DOWNTOWN RENOVATION INCENTIVE APPLICATION**

**Date of Application:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Tenant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone/Cell Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Lease Term:** (start/end date) \_\_\_\_\_ **Year Business Formed:** \_\_\_\_\_

**Days/Hours of Operation:** \_\_\_\_\_

**Current condition of exterior/interior:** (describe and attach photos) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed improvements of exterior/interior:** *(describe below AND attach concept/design plan, including proposed COLORS, MATERIALS, LIGHTING, ELEVATION, DIMENSIONS, and AERIAL VIEW DIMENSIONS where applicable)*

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**NOTE:** Please attach copies of approved plans authorized by the ARB or Forney City Council including date of approval.

**Project Cost Estimate:** (attach detailed proposal/bid) \_\_\_\_\_

**Incentive Request:** (not to exceed incentive limits noted on Page 1) \_\_\_\_\_

**Pay in Full Upon Completion:** \_\_\_\_\_ **or Promissory Note:** \_\_\_\_\_ **or Performance Agreement:** \_\_\_\_\_

**Owner Authorization/Applicant signature:**

I have read and agree to the rules outlined on the Downtown Renovation Incentive Program of the City of Forney Economic Development Corporation. I understand that all funding for this program is on a case-by-case basis and the funding will not be guaranteed until the project outlined in this application is completed and approved by the FEDC Board of Directors.

I also agree to allow the FEDC to use illustrations of this project within its publications and advertisements as the FEDC considers appropriate.

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Signature of Property Owner

Date

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Signature of Applicant (if different from Property Owner)

Date