



## **ECONOMIC DEVELOPMENT FAÇADE/INTERIOR INCENTIVE GUIDELINES**

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

The purpose of the grant is to encourage property owners and lease holders to improve buildings. 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benefit are eligible for funding, but priority is given to highly visible contributions to updating the appearance of outdated buildings. Improvements must be attached to the property.

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 \$25,000
- Up to 50% for interior improvements not to exceed \$25,000

### **Criteria:**

- Business/building must be located in the City of Forney.
- Must be a legal business entity
- Tenant must have property owner authorization

## Process:

- Follow the Forney Economic Development Incentive Process attached.
- 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. Projects must have a permit to proceed.
- Proposed improvements are subject to review and acceptance by City of Forney Architectural Review Board (ARB), if located within the “Historic Overlay Zone” of the City of Forney (see attached map)
- 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 and City Council, the applicant will have 8 months to complete their project .
- Upon completion of the project, the applicant must submit a written request for payment and must include:
  - Receipts and proof of payment
  - A copy of the final inspection report
  - A copy of the Certificate of Occupancy
- The FEDC will process the approved grant funding through the City of

Forney. Please allow 2-3 weeks for processing.

**Reimbursement:** When the grant project has been fully completed and reviewed by City of Forney building standards staff or issued a Certificate of Occupancy (C.O.) by the City of Forney, the applicant shall present the FEDC with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding. In addition, the applicant must complete a City of Forney Vendor Form and a 1099 Form to receive payment from the City. Vendor and 1099 forms will be provided by the FEDC.



**ECONOMIC DEVELOPMENT FAÇADE/INTERIOR  
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) \_\_\_\_\_

**Owner Authorization/Applicant signature:**

I have read and agree to the rules outlined on the 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.

\_\_\_\_\_  
Signature of Property Owner Date

\_\_\_\_\_  
Signature of Applicant (if different from Property Owner) Date

# Forney Economic Development Incentive Process

1

Meet with Economic Development Director, Lynn Spencer, 972-552-6465, to discuss your project.

- Does it generate sales tax? What is the estimated sales tax revenue?
- How many jobs does your project create?
- What side of town?
- What type of business? Is it a priority for Forney? Is it unique?
- Do you have a business plan?
- Is an incentive right for you?

2

Fill out the appropriate incentive application and submit to Mary Wilson [mwilson@forneytx.gov](mailto:mwilson@forneytx.gov)

- Primary Jobs Incentive
- Façade Incentive
- Redevelopment Incentive
- Small Business
- New Business

3

Present business idea and business plan to EDC board for recommendation to council.

- Include budget and itemized list of capital expenses that can qualify for incentive.

4

Legal makes a performance agreement for certain incentives.

5

EDC staff takes recommendation and performance agreement to council for approval.

6

Once approved by council – EDC will publish notice for 60 days.

7

Within the 60 days schedule a DRC meeting with Alex Dixon – City Planner, 972-552-6548.

8

Follow City process for permit.

- Projects in downtown are subject to A&B Review.

9

Once the Building permit is received, initiate work.

10

Upon completion of work, provide building final inspection report, a copy of the Certificate of Occupancy and submit receipts to EDC for reimbursement.

[www.forneytx.gov](http://www.forneytx.gov)