



Town of Brookline

Massachusetts

**Department of Planning and
Community Development**

Town Hall, 3rd Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2130 Fax (617) 730-2442

Alison Steinfeld
Director

FAÇADE LOAN PROGRAM

The Town of Brookline façade loan program was established to encourage business owners and property owners to undertake improvements to their commercial storefronts. This program is offered through the Planning and Community Development Department to support Brookline's commercial areas. The program's objective is to create lasting community benefits that go beyond the individual storefronts that enhances the overall streetscape and strengthens the identity of our commercial areas.

Eligible Improvements are limited to those that will be made to the exterior front or sides (facades) of buildings that impact the visual aesthetics of the property. Exterior painting, signage, awnings, lighting, windows/door replacement or modification, and building /storefront/façade restoration are eligible as well as minor landscaping.

Façade Loan Program Guidelines:

Maximum Loan Amount: \$10,000

Interest Rate: 0%

Loan Term: Repayment is in 4 equal installments, paid annually commencing year following loan fund disbursement

Administration Fee: 1% of loan, payable when loan is approved

Design Fee Limitation: Eligible design fees may not exceed 10% of total project costs

Security: Personal guarantees

Application Scoring: All applications are scored on a 1 – 4 weighted scale based on the entire scope of proposed improvements in both of the following categories:

- Streetscape Enhancement (40% of score)
- Creating Positive Lasting Community Impacts (60% of score)

Applications that include energy efficient upgrades typically score higher than those that do not. An applicant’s weighted score is used to determine how much funding they will receive.

For example: Applicant requests \$10,000, but their application only scores a 60% out of a possible 100%. The applicant would only be eligible to receive a maximum of \$6,000.

Application Scoring

4	Excellent. The scope of work goes above and beyond category requirements (i.e. multiple energy efficient upgrades and/or multiple façade improvements which substantially improve upon visual aesthetics, streetscape and commercial area identity including, new signs, awnings, building restoration, paint, lighting, window/door replacement or modification, minor landscaping)
3	Good. The scope of work includes multiple improvements, with some impacts on visual aesthetics, or street scape or commercial area identity including, new signs, awning repair/replacement, paint, lighting, minor landscaping)
2	Satisfactory. The scope of work only slightly improves upon existing façade with few if any impacts on visual aesthetics, or streetscape or commercial area identity. This may include a new storefront sign and some paint work)
1	Minimum. The scope of work qualifies for funds, but does not impact visual aesthetics, streetscape or commercial area identity) Work includes sign replacement with little to no other alterations/improvements made to the façade.

Fund Dispersal: Once improvements are complete, applicant submits proof of expenses, and a payment request to the Planning Department. Planning will then arrange a site inspection to view and approve the improvements. After the project is deemed complete with no outstanding punch list items, the will Town process a check within 4 weeks.

Priority: Grants will be made on a first-come, first-served basis until budgeted funds are committed. Starting in 2012, priority will be given to those applicants that are making energy-efficiency improvements (such as windows or sealing).

Application Timeframe: Complete Applications will be approved/disapproved within 30 days of receipt.

Project Completion: Improvements must be completed within six months of Town approval of the application, unless the Town grants a written extension.

Checklist for Eligibility to Façade Loan Program:

- Program applicants must either be property owners or commercial tenants
- If the applicant is a tenant, written permission from the property owner must be provided as indicated on the application

Checklist for Façade Loan Program Application:

- Completed Façade Improvement Application with Property Owner Approval (Business Owners Only) OR Completed Application with Title Report or Copy of Deed (Property Owners Only)
- Façade Improvement Plan including any documentation required by the Department of Planning and Community Development
- Cost Estimates from a minimum of two contractors when applicable
- Return the completed application and attachments to the Economic Development Division

Checklist for Town Façade Approval:

- Obtain Planning Board Approval by
 - a. submitting Façade Improvement Plan to the Planning Department Staff for pre-review
 - b. attend a Planning Board Sign and Façade Design meeting for review and approval
- Obtain a building permit from the Building Department, following Planning Board approval

Please contact Andy Martineau in the Economic Development Division with any questions about the Façade Loan Program. Phone: 617-730-2050 OR Email: amartineau@brooklinema.gov



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FAÇADE LOAN PROGRAM APPLICATION

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Brookline, MA 02445-6899
(617) 730-2130 Fax (617) 730-2442
Alison Steinfeld, Director

Name of Applicant _____

Name of Business _____

Address of Business _____

Telephone Number _____ Fax Number _____

Email Address _____

Type of Business _____ Loan Amount _____

Applicant is the Property Owner Business Owner

Property Owner's Name (if different) _____

Property Owner's Address _____

Property Owner's Signature _____

Property Owner's Telephone Number _____

Please attach a description of the scope of work and estimated budget for the façade improvement. In addition, include sign plans (including photo simulations) illustrating the proposed façade improvements. Mail or hand deliver the completed application to: Economic Development Division, Town of Brookline, 333 Washington Street, Town Hall, Brookline, MA 02445