

**HISTORIC DUNLEATH
WALL RESTORATION PROGRAM
APPLICATION FORM AND
INSTRUCTIONS**

Property Address _____

Property Owner's Name _____

Mailing Address: _____
 Number Street

_____ _____ _____
 City State Zip

_____ _____
 Telephone Email

Property Owner's Signature _____

 Date

Note: No work shall begin on the project until the property owner receives a Certificate of Appropriateness and a Notice to Proceed from the City of Greensboro

Mail completed application to: Planning Department
 City of Greensboro
 PO Box 3136
 Greensboro, NC 27402-3136

For further information contact: Stefan Geary 336-412-6300

Brief Project Description (Please print or type)

List of contractors who were solicited for proposals (min. of 3 required)

Name of contractor selected to perform work and total contract cost

\$ _____

Additional Attachments Required

1. Attach Certificate of Appropriateness application with details of the project.
2. Provide copies of bids received (minimum of 2 required)

GUIDELINES

A. Purpose:

Retaining walls constructed of stone, brick and other historic materials are part of the special character of the Dunleath Historic District. The Historic Dunelath Street Wall Restoration Program was established to encourage the preservation of historic street walls which contribute to the historic character of the district. Funding comes from Dunleath Municipal Service District tax revenue. Under this program property owners may be reimbursed up to 50% of the invoiced cost, (not to exceed the total allotted grant award) for repairs or reconstruction of historic street walls.

B. Eligible historic street walls:

Historic street walls are retaining walls located along public street rights-of-way constructed of historic materials. To be eligible for funding assistance, the retaining wall must meet all of the following conditions:

1. Located totally within the Dunleath Historic District
2. Located adjacent to or within 24 inches of the front property line of the adjoining property (stairs along a front wall and wall sections that extend from a front wall along a side property line or driveway for a distance not exceeding the front setback of the primary residence may be included as an eligible expense)
3. Built of historic materials including stone, brick, reticulated block or concrete with a smooth or decorative finish (walls made of wood or unfinished masonry block are not eligible for assistance)
4. Average height of at least 12 inches above sidewalk level
5. Repairs or reconstruction shall duplicate the original materials, layout, and construction details as closely as possible unless the Historic Preservation Commission approves a change in materials or design.
6. Eligible repairs include work to eliminate leaning or other problems that make the wall out of compliance with city code, deterioration, cracking, bulging, repair of drainage systems, and addition of new drainage systems to prevent future failure.

C. Assistance available:

To encourage repair and reconstruction work, property owners are eligible for reimbursement of qualified expenses as follows:

1. Reimbursement will be based only on a contractor's invoice submitted to the City of Greensboro Planning Department.
2. Total amount of assistance to be provided under this program per property shall be the lesser of fifty percent (50%) of the contractor-invoiced amount not to exceed the total amount granted to the property owner under this program.
3. Eligible projects shall have a minimum total project cost of at least five hundred dollars (\$500.00).
4. Only one project may be assisted per property.
5. Payment will be made to the property owner in no more than two payments, one after at least fifty percent (50%) of the work has been completed and the other following full completion of the project.
6. Each payment to the property owner will be no more than fifty percent (50%) of the contractor's invoiced billing to the owner and no more than 50% of the value of the completed work as certified by the site inspector. The total of all payments will not exceed the awarded grant amount.

D. Approval steps:

To receive assistance under this program, the following steps must be followed:

1. The property owner will request project proposals from a minimum of three contractors for the planned repair or reconstruction project. The City's Historic Preservation Commission staff maintains a list of contractors specializing in this type of construction work and this listing will be provided to property owners upon request. A minimum of two proposals must be received from contractors.
2. The property owner will submit a completed copy of the Dunleath Street Wall Restoration Program Application and all required attachments to the City of Greensboro Planning Department. The Planning Department will review the application for completeness and schedule an on-site visit with the property owner to review the project details.
3. The Planning Department will forward a copy of the Application to the president of the Dunleath Neighborhood Association (HDNA) for consideration by the elected members of the association board.
4. The elected members of the HDNA board will review the proposal and provide a recommendation to the property owner and to the Planning Department on the approved grant amount from Municipal Service District funds for the proposed project under the terms of this Program.

5. The property owner will submit a completed Certificate of Appropriateness for the work. The City's Historic Preservation staff will review the Certificate of Appropriateness (COA) application to ensure that it meets the Historic District Guidelines and issue the COA for the proposed project.
6. Planning Department staff will process the application for Historic Street Wall Program assistance, and prepare necessary contract documents for signature by the City and the property owner. **No work may start on the project until the owner receives a COA, a signed copy of the assistance agreement, and any other required City permits for the project.**
7. The property owner is responsible for obtaining any permits that are required by the City for the project prior to commencing construction.
8. Any project on which work is begun without a COA or any other required permit is ineligible for assistance. The owner will notify the City upon commencement of site work so that site inspections can occur while the work is underway.
9. Projects must be completed within six months of the beginning of work.
10. The property owner will submit a Request for Reimbursement form to the City along with a copy of the contractor's invoice for work completed. A maximum of two invoices will be processed by the City; the first must be after at least 50% of the work is completed; the second following 100% completion of the work.
11. The City will schedule a site inspection after receipt of a Request for Reimbursement to ensure the work has been completed in a satisfactory manner.
12. Following inspection and approval by the City, a reimbursement check will be issued to the property owner per Section C. of this program description.