CITY OF CLARKSBURG

222 WEST MAIN STREET • CLARKSBURG, WEST VIRGINIA 26301 • PHONE (304) 624-1673 • FAX (304) 624-6135

Dear Clarksburg Business Owners,

The City of Clarksburg along with the Clarksburg Urban Renewal Authority (URA) would like to announce the opportunity for eligible business owners to apply for the Fiscal Year 2025/2026 Downtown Exterior Façade Improvement Grant Program. This program is designed for the continued rehabilitation and/or restoration of the façade of businesses in the "designated area" of the corporate limits in the City of Clarksburg.

The Downtown Exterior Façade Improvement Grant Program is intended to enhance the appearance of businesses within the designated area. Building owners and approved tenants are encouraged to apply (with building owner's approval). With URA support, this funding opportunity may be utilized to enhance architectural features, install signage, and improve the overall exterior aesthetics through restoration and rehabilitation of the building's facade. Other exterior projects may also be considered should they meet the program goals and overall requirements. Building owners are limited to a maximum award of $5,000 and approved tenants can receive an award of up to $2,500.

The Downtown Exterior Facade Improvement Grant program is dedicated to the overall improvement of the City of Clarksburg's corporate district. Efforts will help create a cleaner and more attractive environment to encourage patrons and expansion of new businesses within the designated area. The URA's support encourages business owners to join this program in conjunction with ongoing private investments to restore and improve the buildings within the City of Clarksburg.

*****Special Note: The "Designated Area" is defined as parcels of property within the corporate limits of Clarksburg, with the exception of those parcels with access or frontage along Emily Drive or Tolley Drive.*****

Grant Guidelines: facade-grant-guidelines-third-amendment-1.pdf

For more information, please contact Jason Lane, Project Director for the City of Clarksburg at (304)624-1607



THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

CLARKSBURG URBAN RENEWAL AUTHORITY
FAÇADE GRANT APPLICATION

THIS APPLICATION SHALL BE COMPLETED AND RETURNED WITH ALL REQUIRED SUPPORTING DOCUMENTATION TO:

CITY OF CLARKSBURG, PROJECT DIRECTOR
222 W. MAIN STREET
CLARKSBURG, WV 26301.

INCOMPLETE APPLICATIONS WILL NOT BE CONSDIERED.

APPLICANT INFORMATION

Name of applicant:		
Mailing address:		
City:	**State:**	**Zip Code:**
Phone Number:		
Email Address:		

PROPERTY INFORMATION

Property address:		
Tax Map:	**Parcel:**	
Deed Book:	**Page Number:**	
For the following questions please place an (X) next to the correct answer.		
Are you the only owner of your property?	**Yes_____**	**No:_____**
Does the applicant currently have outstanding City of Clarksburg, taxes, liens, fines, or other unpaid accounts?	**Yes_____**	**No:_____**

PROJECT INFORMATION

Proposed Improvements (use additional sheets as necessary):	
Estimated Price:	
Applicant Contribution:	

MORE INFORMATION REQUIRED ON PAGE 2

Property owners are limited to a maximum award of $5,000.00. Business tenants are limited to a maximum award of $2,500.00. Please refer to program guidelines available on the City of Clarksburg website, for more information.

To complete this application, please include the following:

- A rendering or other imaging of proposed improvements to the exterior of the structure;
- Two itemized quotes for proposed improvements;
- A copy of the filed building permit application for the proposed improvements;
- If the property is owned by another party, please provide a letter from the owner authorizing work to be completed;
- City of Clarksburg business license; and
- WV Secretary of State Business Organization information or certificate;

The information provided in this application is true to the best of my knowledge. I understand that this application does not commit the Clarksburg Urban Renewal Authority to any transaction.

Signature:_____ Date: _____

STAFF APPLICATION REVEW CHECKLIST

Is the Project Information Box completed?		**Yes_____**	**No:_____**
Is the award requested 80% or less of the entire project cost?		**Yes_____**	**No:_____**
Does the application include a rendering of the project?		**Yes_____**	**No:_____**
The applicant does not have outstanding fees or accounts		**Yes_____**	**No:_____**
Does the application include at least two itemized quotes?		**Yes_____**	**No:_____**
Does the application include a building permit application?		**Yes_____**	**No:_____**
Does the application include City of Clarksburg Business License?		**Yes_____**	**No:_____**
Does the application include WV Business Licensing Information?		**Yes_____**	**No:_____**
If required, is an owner's statement attached to this application?	**N/A_____**	**Yes_____**	**No:_____**
Is the application dated and signed?		**Yes_____**	**No:_____**

A No response to any of the above items will result in the application being considered incomplete and the application will be ineligible for Urban Renewal Authority board review.