



Town of New Market

Historic Main Street Business

Water/Wastewater Capacity Fee Grant Program

Summary

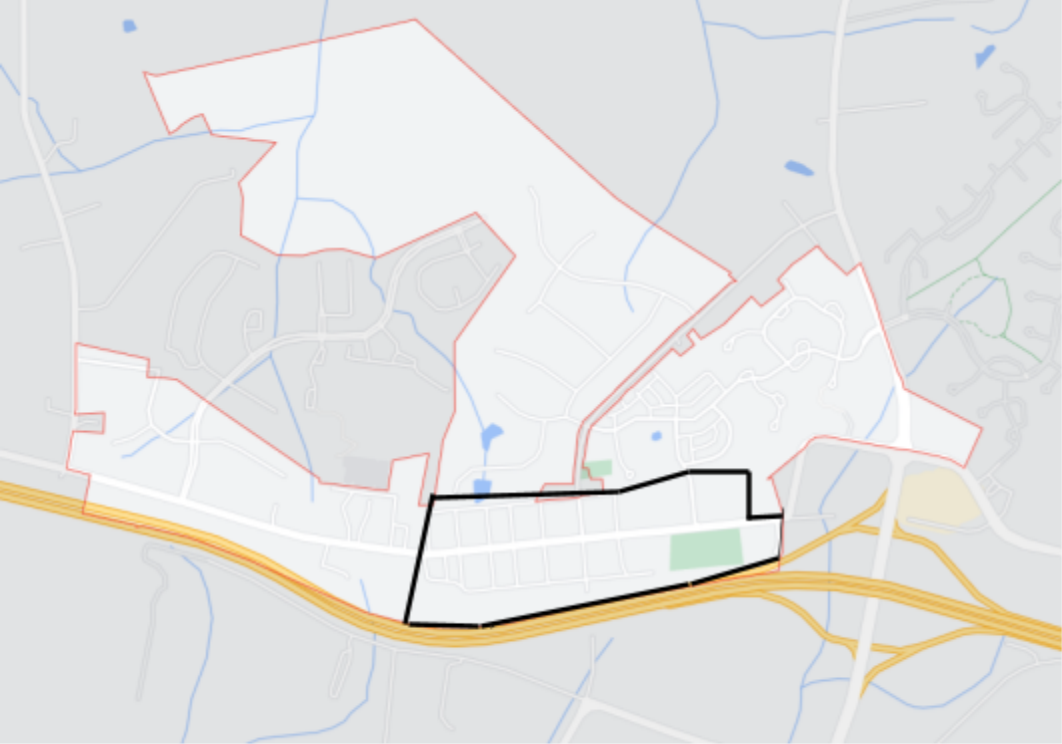
The Town of New Market is establishing a grant program to encourage the redevelopment of vacant or underutilized buildings in the historic district to keep Main Street thriving as the core of our community. Applications will be accepted on a rolling basis and grants will be awarded based on the strength of the application and availability of funds.

The goals of this grant program include, but are not limited to, encouraging new food and beverage establishments on Main Street, increasing the economic viability of existing vacant or underutilized buildings, creating jobs, increasing property tax revenues, and improving the overall economic activity in the historic Main Street district. This program is subject to funding availability and is on a first-come, first-served basis. All projects must pertain to commercial or mixed-use buildings.

To accomplish this, the Town may assist businesses and property owners with capacity fees related to connecting to county water and wastewater service infrastructure. The high number of taps/EDUs and associated costs required for food and beverage facilities, especially, as well as other types of businesses, can present a high barrier to entry. The Town is offering to pay up to half of these fees in order to incentivize new businesses locating on Main Street or the expansion of existing businesses. This program would provide up to a 1:1 match for the cost of water and wastewater tap/EDU capacity fees based on County determinations.

Eligibility

1. Projects must be located in the grant program boundary within the Residential Merchant Historic District (as defined in the Land Development Ordinance).



This graphic is for illustrative purposes only. Actual boundary lines are as defined in the LDO.

2. Projects may be a new business or expansion of an existing business.
3. Projects must be located in mixed-use or commercial buildings. The ground floor spaces shall be used for retail, food and beverage establishments, personal service businesses (e.g., hair salons), arts and entertainment enterprises, and other similar high intensity uses that attract pedestrian traffic which will support other downtown businesses and contribute to the vitality of the downtown. Any professional and non-profit office tenants shall not be located in street-level spaces. Upper floors may be used for rental properties.
4. A program application must include a justification statement including description of business and the number of jobs anticipated to be created or retained. Priority will be given to applications that have active building permits and can demonstrate increases in foot traffic and job creation.
5. Projects must be completed within 12 months of issuance of the building permit. Applicants can apply to the Town for an extension. If an extension is not requested by the applicant and/or granted by the Town, the grant award expires and the applicant forfeits the grant award. The applicant may reapply.

6. Applications are reviewed first by the New Market Civic Partnership. Recommended applications are forwarded to the Town for final consideration and approval.
7. The grant award of up to 50% will be based on the initial capacity fee sheet provided by the County when the applicant files for the building permit. The final capacity fees will not be determined by the County until all reviews and inspections related to the building permit are completed. The applicant should be aware that the initial fixture unit count provided by the County at the time of building permit filing may be different from the final count and total capacity fees at the issuance of the building permit or following inspection. If the total amount of capacity fees, as determined by the County, exceeds the initial estimate, the applicant may reapply for the remainder. The same eligibility criteria apply.
8. All grant award determinations are subject to funding availability.

Ineligible Applications

1. Single residence projects.
2. Applicants who are not in good standing with the Town or State Department of Assessments and Taxation (SDAT).
3. Non-profit development applicants.

Payment

Capacity fee calculations are based on fixture unit count. The required number of fixture units will be calculated and confirmed by Frederick County staff. Grant funding will be based on the County's water/wastewater capacity fee estimate provided at the time of building permit application. The final capacity fees will not be determined by the County until all reviews and inspections are completed. The Town will pay the approved grant award amount to the applicant following project completion. The applicant must provide 1) proof the capacity fees were paid in full or financed with the County (the Town will verify with the County), and 2) the Certificate of Completion (also known as Certificate of Occupancy). After receiving this documentation, the Town will pay the applicant per the award agreement.

Should the Town or County need to void the building permit either on or before the 12-month permit expiration date, the grant award agreement is also null and void. The applicant may reapply.

Applicants requesting less than \$10,000 in grant funding may request the Town pay the grant award portion of the capacity fees directly to the County. These requests

will be considered on a case-by-case basis taking into consideration the priority criteria listed in paragraph 4 of the Eligibility section. If the applicant is able to prove a hardship and the request is granted, the applicant may be required to complete additional documentation prior to grant award.

Other Grant and Incentive Programs

Participation in the Water/Wastewater Capacity Fee Grant Program does not disqualify the applicant from participation in other grant programs (including the Facade Improvement Program).

Submission Instructions

Submit the following:

- Completed application
- Justification statement
- Frederick County water/wastewater capacity fee estimate
- IRS Form W-9 (Request for Taxpayer ID)

By Mail:

The Town of New Market
PO Box 27
New Market, Maryland 21774

Or emailed to jeantownofnewmarket@gmail.com

Signatures provided by electronic means and sent by electronic means, shall be deemed to be original signatures.

**TOWN OF NEW MARKET HISTORIC, MAIN STREET BUSINESS WATER/WASTEWATER
CAPACITY FEE GRANT PROGRAM APPLICATION FORM**

Legal Business Name:

“Doing Business as” DBA Business Name if different:

Business Mailing Address:

Town _____ State _____ ZIP CODE _____

Physical address of your business if it is different from the mailing address:

Town _____ State _____ ZIP CODE _____

(Your physical address must be in the Town Main Street Historic Residential Merchant District to be eligible)

Applicant/Contact's Name and Title:

Contact's Email: _____ Phone: _____

Federal ID Number: _____ or

Social Security # for Sole Proprietors _____

I, as the Applicant, agree as follows:

- 1) Certify that all of the information provided in the application is true and correct.
- 2) I, as the signatory below, have the authority and right to sign this letter and agree to its terms.
- 3) I hereby consent to the terms outlined in this application. If selected for funding, I agree to participate in this program as proposed in this application and the program guidelines. I understand that participation in this program is voluntary.
- 4) If any information in the application is false or materially misleading, the Grantee agrees to repay the amount of the grant to the Town.
- 5) To complete the work within 12 months of the building permit issue date. It is possible to apply for an extension. If an extension is not requested by the applicant and/or

granted by the Town, the building permit will expire, the award agreement will become null and void, and the applicant forfeits the grant award. If the building permit is voided by the Town or County on or before the 12-month expiration, the grant agreement will also become null and void.

- 6) The award of this grant and the terms of this program shall be construed as being in accordance with and governed by the laws of the State of Maryland.

Applicant's Signature

Date

Print Name

Town of New Market use only:

Date application received: _____

Application Number: _____

Verify application complete: _____

Projected completion date: _____

Application approved (date): _____

Fully executed contract provided to applicant: _____

Request for grant payment including proof capacity fees paid in full and copy of Certificate of Use submitted to Town: _____

Town verification and approval: _____

Check issued: _____