



# *Town of Brookline*

## *Massachusetts*

### **Department of Planning and Community Development**

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

**Jeffrey R. Levine, AICP**  
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 Economic Development Division of 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: None

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

Fund Dispersal: Once improvements are complete, applicant submits proof of expenses, and a payment request to the Economic Development Division. The Economic Development Division will 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 the Economic Development Division with any questions about the Façade Loan Program.**

**Phone: 617-730-2050**



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### **FAÇADE LOAN PROGRAM APPLICATION:**

**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**

