NC Department of Commerce

NC Main Street & Rural Planning Center

Contact & Return Form to: Sherry Adams sadams@nccommerce.com

Mobile Phone: 828-747-8218

**Request for NC Main Street Design Services**

**This document is a fillable word document. Please use your computer to key in the information.**

**The NC Main Street staff reserves the right to decline any request, particularly for rear or side renderings of buildings. Unless the rear/side facades are a primary focus of the building or have a higher impact than the front façade these drawings are not the most efficient use of our resources.**

**Date: Click or tap to enter a date.**

**Town Name: Click or tap here to enter text. County: Click or tap here to enter text.**

**Name of Main Street Program Requesting Services: Click or tap here to enter text.**

Name & Position/Title: Click or tap here to enter text.

Phone Number: Click or tap here to enter text. [ ]  Check if preferred method of contact

Email: Click or tap here to enter text. [ ]  Check if preferred method of contact

**Name of Property Owner/Tenant’s Name for whom services are being requested**: Click or tap here to enter text.

Phone Number: Click or tap here to enter text. [ ]  Check if preferred method of contact

Email: Click or tap here to enter text. [ ]  Check if preferred method of contact

Property address: Click or tap here to enter text.

City: Click or tap here to enter text. Zip Code: Click or tap here to enter text.

Date structure was built: Click or tap here to enter text.

 **Latitude/Longitude for property**: Click or tap here to enter text.

 \*\*\*You can easily get Latitude and Longitude info in Google Maps.  If you right click on a point of interest and

 select ‘What’s Here?’ the Lat/Long #’s will appear at the bottom of the window.

**Building Orientation i.e. facing N, W, S,E, etc. Click or tap here to enter text.**

1. Is the property located downtown Yes [ ]  No [ ]
2. Is the property located within a National Register Historic District? Yes [ ]  No [ ]

If YES, is the building identified in the inventory as contributing or non-contributing:

[ ]  Contributing property within the National Register District

[ ]  Non-contributing property within the National Register District

1. Is the property individually listed on the National register? Yes [ ]  No [ ]

If YES to either question 2 or 3 above, please provide a copy of the structure’s listing; either its individual or district nomination.

1. If known, please include name of business to occupy property and benefit from rendering:

Click or tap here to enter text.

1. **ALL conceptual plans are designed to meet the Secretary of the Interiors Standards. If not familiar with the standards, please visit this website**: <http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm>
2. What Design Services are you requesting? Please check all that apply:

**Conceptual Façade Rendering. Check ALL that apply:**

 [ ]  New Color Scheme

 [ ]  New Awning

 [ ]  Lighting

 [ ]  Signage

 [ ]  Do you have an existing brand or logo for your business?

 [ ]  Did you provide name of business? Please send business logo if applicable in .jpeg format **at minimum 300 dpi resolution**

 [ ]  Rear Façade or Side Entrance Rendering: **PLEASE DO NOT request this service unless the side or rear is a primary entrance or focus. Call or email Sherry Adams if you have questions regarding a rendering for read or side entrances.**

 \*\* additional photos will need to be provided if including rear or side entrance design.

[ ] Side Rendering [ ]  Rear Rendering

[ ] Historic Tax Credit project

 [ ]  Restore Upper Floor Windows

 \*\* if YES to restoration of windows please describe the current materials on the existing windows by checking the boxes that apply below:

 [ ]  vinyl clad [ ]  wood [ ]  original [ ]  metal [ ]  replacement windows

 [ ]  Restore Storefront/Street-front Windows

 \*\* if YES to restoration of windows please describe the current materials on the existing windows by checking the boxes that apply below:

 [ ]  vinyl clad [ ]  wood [ ]  original [ ]  metal [ ]  replacement windows

 [ ]  Restore side/rear windows:

 \*\*If YES to restoration of windows please describe the current materials on the existing windows by checking the boxes that apply below:

 [ ]  vinyl clad [ ]  wood [ ]  original [ ]  metal [ ]  replacement windows

1. Are the conceptual Façade Improvements for another grant application? (i.e. Façade Incentive Grant from your local Main Street Program, City, Main Street Solutions Funding, etc.)

 [ ]  Yes [ ]  No

If YES to above, please provide name of grant: Click or tap here to enter text.

What type of match is provided? i.e. 50/50, 60/40, etc. Click or tap here to enter text.

 What is the maximum match? Click or tap here to enter text.

1. **Additional Information:**
* If this is a part of a Façade Incentive Matching Grant program does this grant allow for signage?

[ ] Yes [ ]  No

* Design on the awning? [ ] Yes [ ] No
* If this is a part of a Façade Incentive Matching Grant program will the grant pay for signage on the building? [ ]  Yes [ ]  No
* Do you have an existing brand or logo that you would like incorporated into the conceptual rendering? [ ]  Yes [ ]  No
* If yes, please attach a copy of the logo in a .jpeg format
1. Is there a budget for the project that you can share? Click or tap here to enter text.
2. Other information you wish to share about this property, design, etc.: Click or tap here to enter text.

 [ ]  Digital photographs of the property’s façade and architectural details MUST be included.

 \*\* **MAKE SURE:**

* **Images are sent as. jpegs at a minimum of 300 dpi.**
* **PLEASE take photos of the complete façade straight on without cars or any other obstructions in front of the façade**
* **Include close-up photos of architectural features, windows, doors, bulkheads, etc.**
* **The more details that you can include the more helpful**
* **Email photos to** **sadams@nccommerce.com** **DO NOT send via drop box or any other method**
1. [ ]  Historic Photos. If there are existing historic photos/post cards of the buildings, please include copies of those. If the property is a part of a National Register District or Individually listed photos may be obtained through the State Historic Preservation Office <http://www.hpo.ncdcr.gov/NR-PDFs.html>.

 Items you **MUST PROVIDE** to complete request. Failure to do so could delay response time to this request.

 **Please check above to make sure you have completed the following:**

 [ ]  Property address

 [ ]  Contact Information

 [ ]  Design work preferences

 [ ]  If you are asking for a rear and side façade rendering as well, make sure you have included

 photographs of these facades as well but please see above information to make sure your request for this

 service qualifies before submitting.

 [ ]  **QUALITY Photos** SEE DIAGRAM BELOW ON HOW TO TAKE QUALITY PHOTOS



* Make sure to take photos without obstacles in front such as cars
* **Get straight on shot of the entire building of 300 dpi resolution**
* If asking for side and rear façade rendering, please include a full straight on shot without obstacles in front
* Photos of architectural details
* 300 dpi .jpeg format EMAILED to Sherry Adams, sadams@nccommerce.com - may send in batches but please number and on final email say FINAL in subject line
* If you have issues with determining the Latitude/Longitude of your property you may email either Sherry Adams at sadams@nccommerce.com or Glen Locascio at glocascio@nccommerce.com; Sherry Adams mobile number: 828-747-8218.