



TOWN OF  
**Princess Anne**

Town of Princess Anne  
30489 Broad Street  
Princess Anne, MD 21853  
410-651-1818

Commissioners:  
**Lionel Frederick**, *President*  
**Shelley Johnson**, *Vice President*  
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**Marion "Mickey" Polk**, *Commissioner*  
**Ellis D. Jones, Sr.** *Commissioner*

**James "Jay" Prouse**, *Town Manager*  
**Christopher Smith**, *Attorney*

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## *Town of Princess Anne Facade Improvement Application*

*Please return your completed application with all supporting documents to:*

**Facade Improvement Program**  
**Town of Princess Anne**  
**30489 Broad Street**  
**Princess Anne, Maryland 21853**

**Phone: 410-651-1818**  
**Fax: 410-651-4226**

This application is for assistance to:

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**Name of Business and Address**

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**Business Address Phone Number**

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**Name of Owner**

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### **SECTION A. BUILDING OWNERSHIP INFORMATION**

1. Property Owner's Name: \_\_\_\_\_
2. Property Owner's Address: \_\_\_\_\_  
\_\_\_\_\_
3. Property Owner's Phone Number: \_\_\_\_\_

## PLEASE NOTE

- There can be no liens other than mortgages against the Applicant's property. ALL payments to the Town of Princess Anne must be current (taxes, license fees, etc.).
- Projects must conform to applicable building codes, zoning regulations, and/or requirements for public accessibility. Other conditions may apply.
- Applicant is responsible for obtaining appropriate building permits, and bids on construction to property, and must submit any state license numbers that apply to the work and agree to an inspection of the work by the Town of Princess Anne.
- Applicant is responsible for submitting design drawing to the Town of Princess Anne.
- Project must be completed within six months of approval.

*Please call Izabell Wilk at 443-953-5115, if you have any questions or need assistance in completing the form.*

**Funded through the Maryland Department of Housing and Community Development  
Community Legacy Program administered by the Town of Princess Anne.**

### APPLICATION CHECKLIST

**Please be sure to include the following required items with your application:**

- \_\_\_\_\_ **Completed application form**
- \_\_\_\_\_ **Photographs (color) of existing conditions**
- \_\_\_\_\_ **Conceptual idea of improvements or architectural services rendered**
- \_\_\_\_\_ **Copy of current Somerset County Business License for all businesses occupying the building**
- \_\_\_\_\_ **If contractor is used, attach bid(s) to application**

**Please check one and provide the necessary documents:**

- | <b>Building Owner</b>         | <b>Tenant</b>                              |
|-------------------------------|--|
| _____ Property Deed           | _____ Business Lease                       |
| _____ Paid Municipal Tax Bill | _____ Building Owner Permission Form (With |
| _____ Insurance Certificate   | Owner's Signature)                         |

**Instructions:** Applicants must answer all items; incomplete applications will be returned. Any items which do not apply to your project should be marked “N/A”.

**SECTION B. PROPERTY INFORMATION**

1. Number of businesses occupying the building: \_\_\_\_\_
2. Number of vacant commercial units in the building: \_\_\_\_\_
3. How long have these units been vacant? : \_\_\_\_\_
4. Assessed value of the property per Maryland Dept. of Assessment & Taxation:  
\_\_\_\_\_
5. Age of building: \_\_\_\_\_
6. Gross area of building: \_\_\_\_\_
7. Tax ID #: \_\_\_\_\_
8. Current Annual Property Taxes: \_\_\_\_\_
9. Are there any outstanding debts (mortgages, encumbrances, liens, attachments) on the property?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**SECTION C. PROJECT INFORMATION**

Please describe the type of improvement you propose to make to the building façade. Include a brief description of all other improvements (use additional sheets, if necessary).

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TOTAL COST OF PROJECT: \_\_\_\_\_

Source of Funds:

Grant Request Amount of: \_\_\_\_\_ Matching Fund Amount: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Have you sought architectural assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach drawings, renderings and plans.

\_\_\_\_\_  
Firm or Individual's Name & Telephone #

2. Please list the names of all contractors who provided an estimate and attach copies of all estimates.

\_\_\_\_\_  
Firm or Individual's Name & Telephone #

\_\_\_\_\_  
Firm or Individual's Name & Telephone #

3. What is the estimated time of project completion? \_\_\_\_\_

**APPLICANT CERTIFICATION**

I/we certify that all information provided in the application is accurate and that I/we will complete a façade improvement project in accordance with plans approved by the Town of Princess Anne. Upon notification that my/our project is approved for the Community Legacy Grant, I/we will sign a participation agreement authorizing the Town of Princess Anne to encumber funds for my/our project, and stipulating that I/we will abide by all program requirements. I further agree that at the conclusion of the façade improvements to maintain the completed project. I/we understand there will be no alterations of the completed work without approval from the Town of Princess Anne.

Applicant(s) Signature(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

## PROJECT GUIDELINES

The purpose of the façade improvement program is to restore or improve the facades of commercial properties in the downtown area. The façade improvement program will target properties on Somerset Avenue and Prince William Street.

1. Where practical, all building facades shall be restored to their original period design. If not practical then a similar architectural design shall be used.
2. All storefronts shall be designed, constructed, and maintained to complement and accept the architectural features of the building. All accessories, signs, and awnings shall likewise harmonize with the overall character of the building.
3. **Funds will be allocated on a first-come basis.** Only one grant shall be awarded per applicant. Tenants may qualify with the written consent of the owner of the building.
4. **No grant work shall begin until authorized by the Town of Princess Anne. Funding will not be provided for “after the fact” projects.**
5. The project shall not include or support the following types of activities: pawn shops, gun shops, tanning salons, massage parlors, adult video/book shops, adult entertainment facilities, check cashing facilities, gambling facilities, tattoo parlors, or liquor stores.
6. For signs provide: a rendering of the design, specifications as to the size, width, and square footage; and how the sign will be attached to the building.
7. For paint provide: samples of chosen colors.
8. For awnings provide: color, style, and location on the building. Awning selection must take into account the architectural style of the building.
9. For major façade alterations provide: detailed plans including materials and colors.
10. Building owners and tenants must submit a signed Hold Harmless Agreement.

**TOWN OF PRINCESS ANNE FAÇADE IMPROVEMENT PROGRAM**

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release and Hold Harmless Agreement executed on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by (property owner) \_\_\_\_\_

and (tenant, if applicable) \_\_\_\_\_

located at (street address) \_\_\_\_\_

\_\_\_\_\_,  
Town of Princess Anne, County of Somerset, State of Maryland, referred to as Releasor(s).

In consideration of the receipt of grant monies for restoration, modification, signage, or other physical changes to the exterior of the property located at the above address, the

Releasor(s):

- (1) agrees and understands that Releasor(s) is solely responsible for providing the design and the contractor;
- (2) is responsible for determining that contractors are fully licensed and insured and that the contractor has obtained all necessary permits in accordance with Town of Princess Anne Code and Regulations;
- (3) agrees and understands that the Town of Princess Anne only administers the application for grant funds and the distribution of grant funds;
- (4) waives, releases, and discharges the Town of Princess Anne, and covenants not to sue the Town of Princess Anne for any claims arising from loss or damage, resulting in personal injury or property damage, on account of any work that has been performed as a part of the Façade Improvement Program in accordance with the Town of Princess Anne Grant Guidelines;
- (5) agrees this release and hold harmless agreement is to be interpreted as broad as permitted by the laws of the State of Maryland, and that if any portion of the agreement is held invalid by a court, Releasor(s) agrees that the balance shall continue in full legal force and effect;
- (6) shall indemnify and hold the Town of Princess Anne harmless against any and all liability or loss, against any and all claims and actions, based upon or arising out of damage or injury to persons or property caused by or sustained in connection with the design or work performed in accordance with the Town of Princess Anne grant guidelines;
- (7) has carefully read the above release and hold harmless agreement and signs this release and hold harmless agreement as its own free act;

(8) agrees and understands the obligations, rights, and duties hereunder shall not be limited or restricted by any insurance coverage; and

(9) agrees and understands the terms of this agreement are contractual and not mere recitals.

AS WITNESS the hands and seals of the parties hereto the day and year first above written.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Property Owner Signature (Releasor)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Tenant Signature (if applicable) (Releasor)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name