

Signage, Awning and Lighting Grant Program

Program Overview:

This program is overseen by the Visual Improvement Committee (VIC) of the Pompton Lakes Business Improvement District (BID) and covers signage, awning and lighting improvements to storefronts within the Business Improvement District.

Why fund signage, awning and lighting improvements?

The Pompton Lakes BID oversight committee has identified a need to provide incentives for signage, awning and lighting improvements to assist commercial property owners and businesses located within the Pompton Lakes Business Improvement District to:

- Promote the physical and economic revitalization of the Pompton Lakes business district.
- Create an aesthetically pleasing shopping environment.
- Create a defined and complementary streetscape/street retail environment through the improvement of signage, awning and lighting.

Funding Source:

Funding will be allocated for the program on an annual basis from the Pompton Lakes BID budget for Signage, Awning and Lighting grants. Applicants will complete a simple application which will be reviewed and approved by the BID oversight committee pursuant to these guidelines and funds will be awarded to approved projects on a first come, first served basis.

Key Program Points:

- A commercial property or business must be located within the boundaries of the Pompton Lakes BID district.
- Funds are provided for signage, lighting and/or awnings.
- The grants are paid after a pre-approved project has been paid in full by the applicant and the completed work has received a satisfactory inspection.
- No funds will be paid on projects that have not received prior BID approval.
- The BID oversight committee must sign off on an application and any change orders.

Sign/Awning/Lighting Grants:

Business and property owners located within the BID are eligible to apply. The grant monies are for 50% of the total cost of the project, not including tax, up to a maximum of \$2500 per project. Projects will be considered on a project-by-project basis. In order to be eligible, Sign, Lighting and Awning designs must be approved in advance of purchase and installation. The Pompton Lakes BID oversight committee may award grants in an amount less than the amount requested. All projects must follow the Design Guideline Manual and be approved by the Pompton Lakes BID before work begins and follow the requirements of the Borough of Pompton Zoning Codes and Ordinance.

Considerations for Signage, Awning and Lighting Grants:

1. The project design must comply with the Pompton Lakes Design Guidelines Manual and Ordinance.
2. The quality of the design and its general compatibility, arrangement, material selection, and colors will be considered individually and with regard to the adjacent buildings.
3. The project will be reviewed with regard to its relevant impact on the building and the Business Improvement District as a whole.
4. The project will be reviewed with regard to its compatibility to the overall streetscape.
5. The sign's, lighting's and/or awning's overall design, use of color, materials and placement must be complementary and/or compatible with the host building.
6. Any and all grant applications must follow all requirements of the Borough of Pompton Lakes zoning codes and ordinances.
7. Any approved applicant must allow the Pompton Lakes BID to display its signage as the Sponsor of the program during the construction.

Reimbursement Procedure:

All funding is discretionary and grants are on a reimbursement basis. Reimbursement may take 3-4 weeks after the work is completed, fully paid for by the applicant and approved by the BID oversight committee. Submission of pictures of the completed project and a paid invoice with canceled check as proof of payment to contractor is required before the grant money is awarded.

Application Review: Projects will be judged on a project-by-project basis by the VIC Committee of the BID oversight committee. Applicants will have the opportunity to present proposals to the VIC Committee. All submissions must comply with the Borough of Pompton Lakes Design Guideline Manual requirements for review.

Grant Applications must include:

- Three photographs of the building as it exists.
- Written description of the project;
- Design drawings of the proposed work, indicating materials to be used, accurate scale and colors;
- Two written estimates from licensed contractors.
- In the case of a tenant, written authorization from the property owner allowing the work;
- Proof that all BID assessments due on the property have been paid prior to the approval and award of grant;
- Plans and projects must comply with Borough of Pompton Lakes codes and regulations;
- Incomplete applications will not be considered;
- Projects started or completed prior to the grant application submission and approval will not be considered.

Each storefront is only eligible for one Signage, Awning and Lighting grant. A building with multiple storefronts is eligible for a grant for each storefront. An applicant cannot receive more than three (3) grants within a single calendar year. Grant applicants who have received grant funding during the current year will be considered for additional grants based on available funds and the discretion of the VIC Committee and the BID oversight committee.

To be eligible for reimbursement, an approved project must be completed within 180 days of grant approval. This time-frame may be extended by the BID oversight committee, at the committee's discretion, upon written request made before the 180 day period expires..

Applicant Acknowledgment:

Pompton Lakes Community Partnership
Business Improvement District (BID)
SIGNAGE, AWNING and LIGHTING GRANT APPLICATION

Applicant Name: _____

Is the Applicant the Property Owner or Tenant _____

Property Address: _____

Mailing Address (if different): _____

Tel: _____ Email: _____

Anticipated Construction Date(s): _____

Anticipated Completion Date: _____

Property Owner (if other than Applicant): _____

Application Type:

- Signage _____
- Lighting _____
- Awning _____

Please attach the following:

- Three (3) photographs of the building as it exists. Photographs should include existing conditions around the site and adjacent buildings.
- Sketch, rendering, design plans.
- Sign design specs with lettering, color detail, and material to be used.
- Two written cost estimates (on company letterhead).
- Property owner's written approval.
- Color chips, paint swatches and material samples if applicable.
- Written description of the project.

Property Owner Signature, Date

Applicant Signature, Date

SUBMIT TO: Pompton Lakes Business Improvement District: 25 Lenox Ave., Pompton Lakes, NJ 07442

PomptonBID@gmail.com

[www.](https://pomptonlakesbid.org)