

Updated  
January 5, 2022



Contact:  
704-435-3451 (o)

*From the Desk of the*  
**Downtown Director**

**To: Owners and Tenants in the Central Business District**

**Subject: Applying for Certificates of Appropriateness and/or Incentive Grants**

The Cherryville City Council grants the Architectural Review Board authority to:

- 1) approve/disapprove all exterior construction in the Central Business District.
- 2) administer the Cherryville Incentive Grant Program which, within set monetary ceilings and timeframes, grants up to 50% of the total cost of approved projects.

Here's what you need to know about applying for approval of external construction or applying for a grant.

**I. Before beginning exterior construction in the Central Business District, you must:**

1. Meet with me to discuss the project. Then, I'll provide you with these materials:
  - a. City of Cherryville ordinance *Architecture in the Downtown Central Business District* (Article VI of Chapter 8: Buildings and Building Regulations).
  - b. Application form for a Certificate of Appropriateness.
  - c. Blank, sample Certificate of Appropriateness.
  - d. NC Secretary of the Interior's Standards for Rehabilitation.

(Note: If you are wishing to also apply for an incentive grant, we will discuss that at this initial meeting. See II below.)
2. Complete and return to me:
  - a. Application for a Certificate of Appropriateness.
  - b. Supporting materials.
    - (1) detailed project plans and specifications.
    - (2) a drawing or sketch of the renovations which specifically identify changes for each detail of the building.
    - (3) other appropriate information such as new paint schemes, awning size, placement and color, etc.
    - (4) a short description of the work to be performed.
3. Standby while I deliver the application to the Architectural Review Board which will approve or reject the application within 30 days.
4. Be prepared to meet with the Architectural Review Board, if requested.
5. Expect that, if your application is accepted, I will provide you with the completed COA signed by the Chair of the Architectural Review Board. (If your application is rejected, I will provide you a written explanation from the city manager and discuss with you what must be changed before you can reapply.)
6. Once I have provided to you an approved COA, procure the required zoning and/or building permit(s). This step is critical and cannot be omitted.
7. Complete the project within one year.

**II. To apply for and receive a Cherryville Incentive Grant, you must:**

1. Understand the grant ceilings for grants. See III below.
2. Meet with me to discuss the project. Then, I will provide you with:
  - a. Application for the Cherryville Incentive Grant Program.
  - b. Examples of the Cherryville Incentive Grant Program.
  - c. Eligible and ineligible expenditures covered by incentive grants.
3. Complete and return to me the application for the Cherryville Incentive Grant Program. I will process it along with COA application (as outlined above).
4. If the grant request is approved by the ARB:
  - a. obtain three quotes for the project – that is if the project is under \$15,000, or is requested by the ARB
  - b. complete the work consistent with the grant application. Importantly, the city code stipulates that:
    - i) work covered by the grant must be completed within four months. (Note that the COA is good for a year; but, grant-funded work must be completed in a timelier manner.)
    - ii) grant funds can only be used for the project described in the application.
    - iii) any work completed before the grant is approved will not be funded.
    - iv) non- compliance could cause the entire grant to be voided.
5. Upon completion of the work, submit copies of paid receipts and statements to me.
6. Arrange a time for me and an ARB representative to inspect the completed work.
7. Once the work is inspected and approved, expect a check within 30 days.

**III. Cherryville Incentive Grants grant ceilings for FY22, set by the Cherryville City Council.**

Type of Incentive Grant	For Owners			For Tenants (with owner's OK)		
	Maximum Amount of Each Grant	Building Eligibility Frequency	Comment	Maximum Amount of Each Grant	Building Eligibility Frequency	Comment
Building Front	\$3,000	Once every 10 years		\$1,500	Once every 5 years	Tenant must stay 2 years or repay city
Side or Rear Facade	\$3,000	Once every 10 years		\$1,500	Once every 5 years	Tenant must stay 2 years or repay city
Upper/Side/Rear Window Repair or Replacement	\$400 per window, \$6,000	Once every 20 years	Capped at \$6,000 per building	NA	NA	NA
Interior	\$3,000	Once every 10 years		\$1,500	Once every 5 years	Tenant must stay 2 years or repay city
Roof Repair	\$5,000	Once every 20 years		NA	NA	NA

## The NC Secretary of the Interior's Standards for Rehabilitation:

(Edited for clarity January 5, 2022 by the Cherryville Downtown Director

The Secretary of the Interior's Standards for Rehabilitation are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable changes to meet new needs. All façade changes must meet these standards.

1. **Use a property for its historic purpose or make only minimal changes to repurpose it.**
2. **Don't remove historic materials.** Retain and preserve the historic character of a property.
3. **Don't add inauthentic architectural elements.** Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. **Retain long-standing changes that have historic significance.** Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. **Preserve historic craftsmanship.** Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. **If possible, repair, rather than replace, historic features. If repair is not possible, carefully match the original construction.** Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. **Don't damage surfaces when cleaning.** Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. **Protect archeological finds.** Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. **Make new additions compatible.** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. **Ensure new additions can be razed without affecting adjacent historic structures.** New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

***Application for  
Certificate of Appropriateness  
for Work in the Cherryville Central Business District***

Location of Property: \_\_\_\_\_

Name of Existing Business: \_\_\_\_\_

Name of Property Owner/Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I am applying as the  property owner or  tenant. (Check one)

**All applicants seeking approval (Certificate of Appropriateness) for any external work in the Cherryville Central Business District please check and initial below:**

I have attached:

1) detailed project plans and specifications **Initial**\_\_\_\_\_

2) a drawing and/or sketch of the proposed renovations which specifically identify changes for each detail of the building **Initial**\_\_\_\_\_

3) other appropriate information such as new paint schemes, awning size, placement and color, etc. **Initial**\_\_\_\_\_

4) a short description of the work to be performed **Initial**\_\_\_\_\_

I understand that all work requires a building and/or zoning permit. **Initial**\_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

*If the applicant is leasing the building, then the property owner's signature certifying they have read, understand and approve this project is also required.*

\_\_\_\_\_  
**Signature of Building Owner (if different from the applicant's)**

\_\_\_\_\_  
**Date**

Form Approved by the Cherryville  
City Council May, 2021



**Eligible and ineligible expenditures covered by Incentive Grants for FY22**

<b>Building Front Grant Program</b>	
Eligible building front expenditures	Ineligible building front expenditures
<ul style="list-style-type: none"> <li>• exterior painting of previously painted surfaces or paint removal by approved methods</li> <li>• appropriate exterior cleaning (note: sandblasting is not permitted)</li> <li>• masonry repair and repointing</li> <li>• repair of architectural details or materials</li> <li>• repair of front doors and display windows or their framing</li> <li>• replacement of front doors and display windows and their framing -- but only when the original doors or display windows cannot be repaired -- (note: only approved commercial doors and windows will be used; residential doors and windows are not permitted)</li> <li>• removal of siding and exterior false facades</li> <li>• removal of inappropriate/out of date signs</li> <li>• rehabilitation or reconstruction of storefront</li> <li>• new canvas awnings</li> <li>• replacement of transom glass</li> <li>• installation of new sign attached to the building</li> </ul>	<ul style="list-style-type: none"> <li>• general maintenance</li> <li>• painting of previously unpainted surfaces</li> <li>• installation of aluminum, vinyl, stone, stucco brick veneer or other inappropriate building materials</li> <li>• sandblasting</li> <li>• improvements made prior to grant approval</li> <li>• interior rehabilitation, (may be eligible under separate interior grant)</li> <li>• electrical work (may be eligible under separate interior grant)</li> <li>• roof repair and chimney repairs (may be eligible under separate roof repair grant)</li> </ul>
<b>Side/Rear Façade Grant Program</b>	
Eligible side/rear façade expenditures	Ineligible side/rear façade expenditures
<ul style="list-style-type: none"> <li>• exterior painting of previously painted surfaces or paint removal by approved methods</li> <li>• appropriate exterior cleaning (note: sandblasting is not permitted)</li> <li>• masonry repair and repointing</li> <li>• repair of architectural details or materials</li> <li>• repair of side doors or their framing</li> <li>• replacement of side doors -- but only when the original doors cannot be repaired -- (note: only approved commercial doors can be used; residential doors are not permitted)</li> <li>• removal of siding and exterior false facades</li> <li>• removal of inappropriate/out of date signs</li> <li>• rehabilitation or reconstruction of storefront</li> <li>• new canvas awnings</li> <li>• replacement of transom glass</li> <li>• installation of new sign attached to the building</li> </ul>	<ul style="list-style-type: none"> <li>• general maintenance</li> <li>• painting of previously unpainted surfaces</li> <li>• installation of aluminum, vinyl, stone, stucco brick veneer or other inappropriate building materials</li> <li>• sandblasting</li> <li>• improvements made prior to grant approval</li> <li>• interior rehabilitation, (may be eligible under separate interior grant)</li> <li>• electrical work (may be eligible under separate interior grant)</li> <li>• roof repair and chimney repairs (may be eligible under separate roof repair grant)</li> </ul>

<b>Interior Building Improvement Grant Program</b>	
Eligible interior building Improvement expenditures	Ineligible interior building Improvement expenditures
<ul style="list-style-type: none"> <li>• accessibility improvements for handicapped persons.</li> <li>• energy conservation improvements</li> <li>• electrical work, including service upgrades</li> <li>• fire alarm systems</li> <li>• fire sprinkler system installation or upgrade, including any needed water service improvements</li> <li>• heating, ventilation, air conditioning and roof installation</li> <li>• lighting</li> <li>• painting (but only in conjunction with repairs required for code compliance – not for esthetics)</li> <li>• plumbing upgrades</li> <li>• restoration of historic interior architectural features, including ceiling, light fixtures, floors and architectural detailing.</li> </ul>	<ul style="list-style-type: none"> <li>• building or land acquisition</li> <li>• design services, including architectural and interior design</li> <li>• emergency or safety related demolition expenses</li> <li>• flood or water damage repairs</li> <li>• furnishings, equipment or personal property not affixed to the real estate</li> <li>• legal fees</li> <li>• maintenance work (i.e., general repairs that maintain existing conditions)</li> <li>• new construction</li> <li>• parking lot resurfacing</li> <li>• pest extermination</li> <li>• structural repairs</li> </ul>
<b>Side or Upper Story Window Grant Program</b>	
Eligible side or upper story or window expenditures	Ineligible side or upper story window expenditures
<ul style="list-style-type: none"> <li>• repair of side or upper story windows or their framing,</li> <li>• replacement of side or upper story windows -- but only when the original windows cannot be repaired -- (note: only approved commercial windows may be used; residential windows are not permitted)</li> </ul>	<ul style="list-style-type: none"> <li>• New, lower quality windows meant for residential use.</li> </ul>
<b>Roof Repair Grant Program</b>	
Eligible roof repair expenditures	Ineligible roof repair expenditures
<ul style="list-style-type: none"> <li>• Commercial grade roof repairs by a licensed contractor.</li> </ul>	<ul style="list-style-type: none"> <li>• Patchwork repairs not accomplished by a certified roofing company</li> </ul>



**Eligible and ineligible expenditures covered by Incentive Grants for FY22**

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**Article VI. Architecture in the Downtown Central Business District.**

**Sec. 8-161. Intent of this ordinance.**

The purpose of this ordinance is to ensure that all architecture in Cherryville’s Central Business District (CBD):

- a) Contributes to an attractive image which draws visitors and helps downtown businesses to prosper -- and so the entire community.
- b) Retains as much historical character and detailing as possible.
- c) Strives for a pleasing, visually compatible streetscape.

**Sec. 8-162. Applicability.**

This ordinance applies to all architecture in the downtown Central Business District as adopted by the City Council and on file with the Planning and Zoning department.

**8-163. Requirements to maintain buildings and structures.**

All structural and decorative elements of any building or signage in the downtown CBD shall be kept in a neat and maintained condition.

**Sec 8-164. Requirements for approval of outside work in the Downtown Central Business District.**

(a) Outside work requires prior approval on a COA. Outside structural work done to any buildings or spaces within the downtown Cherryville Central Business District (CBD) requires prior approval by the Cherryville Architectural Review Board (ARB) via a certificate of appropriateness (COA) and must comply with the architecture guidelines in this ordinance and the NC Secretary of the Interior’s Standards of Rehabilitation.

(b) A COA must be approved before work. Applications must always be approved and a certificate of appropriateness issued prior to commencement of work.

(c) Changes must be approved in writing. Any changes to approved work during construction must be approved in writing by the ARB.

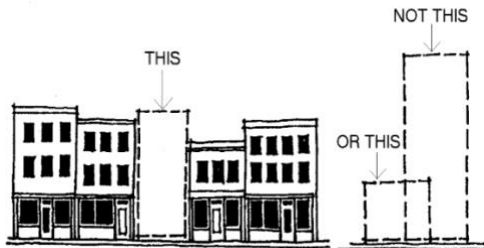
(d) Work must be completed according to code. All work must be completed according to state and local building codes and ordinances and approved, when necessary, by the proper authorities.

(e) Facade changes require a zoning permit. All facade changes require a zoning permit.

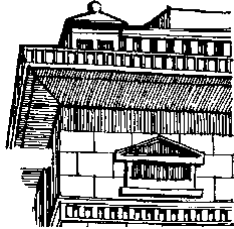
(f) Building permit required. All work requires a building permit in addition to the COA.

**Sec. 8-165. Requirements for all new commercial structures.**

- a) Proper orientation. New commercial structures must be oriented toward a public right of way.
- b) Sensitive to surrounding buildings. New commercial structures, and fill-in construction in particular, must fit well into the general character of the downtown CBD as illustrated below.



- c) Consistent architectural composition. New commercial structures must provide similar architectural composition and treatment on all sides which are visible from a public right-of-way. For corner lots, this may require all four sides to meet the requirement.
- d) Unified architectural character. New commercial structures must create a unified architectural character by using consistent forms, colors, materials, and details.
- e) Strong roofline. New commercial structures must provide a strong roofline with some of the following decorative details (as illustrated below): 1) dormers, cupolas, rafter tails, balconies, or terraces, or small beams; 2) cornices with decorative detail, or 3) pediment, porticos, architectural features at entryways, or decorative towers.



- f) Aesthetic façade. New commercial structures must use building materials which contribute significantly to the visual impact of the building. Visible elevations, i.e., those seen from a public right of way, should incorporate recesses and projections, and architectural elements such as columns, arches, etc. Unfinished concrete block shall have a stucco or other decorative finish on all visible elevations. Corrugated metal panels, used as a finish material, are prohibited on visible elevations. Exceptions for architectural metal panels that change the visual appearance of a building may be considered.
- g) Attractive exterior building lighting. New commercial structures shall have exterior building lighting. Ornamental or decorative lights mounted with brackets and emblem sign lights shall be used.
- h) Appropriate storefronts. New commercial structures with a ground-level retail space -- that have an exterior public access and are part of a larger freestanding building -- shall have display windows along a minimum of 50% of the façade length. Windows shall be defined with details such as frames, sills, shutters, planters, relief trims, or lintels. Storefront design, relief features and decorative treatments shall complement contiguous storefronts.
- i) Appropriate exterior details. New commercial structures will avoid the appearance of a blank wall by incorporating into the façade architectural features or details such as windows, awnings, covered arcades, sills, shutters, reliefs, trims, columns, pilasters, quoins, reveals, cornices, horizontal banding arches, decorative vents, and/or accent tile.

#### **Sec. 8-166 Requirements for all renovations.**

- a) General. Avoid design and material combinations that give an “off the shelf—one solution fits all” appearance. “Antiquing” of non-vintage structures is not permitted. Ensure older, taller landmarks keep (or regain) as much of their original architectural features and details as possible. Ensure buildings with less personality are renovated to give a stronger identity while helping unify the overall downtown image. Ensure inappropriate materials and gaudy colors don’t mask the original design details and materials.
- b) Upper Facades. Give innovative treatment to upper facades to give the building a stronger architectural character – especially where the original design or architectural style is inadequate or uninteresting.
- c) Walls. Walls shall have their surfaces cleaned and repaired. Original detail will be restored when appropriate. Removal of exposed mechanical equipment, electrical apparatus, sign supports, and inappropriate architectural additions shall be done where appropriate.
- d) Building Color. All multi-story buildings shall have two accent trim colors. The upper story should be of a natural, subdued color. The storefront should be a stronger focal point and reflect the merchandise and or services offered. Single story buildings shall have up to two accent trim colors. Brick surfaces should be exposed and restored. When the hues are warm reds and oranges, the original natural color should be preserved.

- e) Side and rear elevations. Street corner units shall “turn the corner” and follow the front façade guidelines. Elevations next to alleys, vacant lots, or parking areas, or those above shorter buildings shall be upgraded to complement the quality of the front facades. Where possible, introduce windows and extend the front façade detail.
- f) Fences. Fence design shall take into consideration the unique qualities and character of the building. Fence color should be harmonious with the building’s color(s). Fences should not interfere with viewing architecturally/historically significant structures or properties with scenic views. Chain link fence is not permitted past the front building line along a front or side corner yard, and is discouraged in the rear and side yard. Similar fence composition shall be provided on all sides of the building that are visible from a public right-of-way.

**8-167 Requirements for Upper Story or Side Street Windows.**

Upper story or side street windows should be repaired, replaced, or reopened. Boarded up windows are permitted only during repair.

**8-168 General requirements for storefronts.**

Storefronts should be individualistic and strive to attract attention to themselves. Storefronts should be an architectural contrast to the mass and solidity of the upper façade. Storefronts should help identify the business and its personality and provide physical access. Storefronts should be free of a contrived or hastily-applied “off the shelf” look. Storefronts should be of professional quality and use high quality materials and construction details.

**8-169 Requirements for storefront windows.**

Windows shall not be covered up except during construction. Windows of buildings used for offices can have a permanent window design of curtains, plants and elegant window lettering. Such space can also be “lent” for public service displays, artwork, etc.

**8-170 Requirements for storefront signs.**

- a) General. Signs should combine information and image making and should be eye-catching without being exotic or offensive. Signs should be simple and compatible with the building architecture and add an important, horizontal element to the block face. Signs and advertising should strengthen the architectural image, and act as a boundary between storefront and upper floor architecture.
- b) Location. Signs shall be located, either singly or in combination either: 1) between the storefront and upper stories, 2) lettered directly to windows, or 3) part of an awning. Signs shall not be placed on the upper façade of the building or cover any important architectural feature.
- c) Materials. Sign materials shall be of high quality and compatible with the building’s overall design.
- d) Lettering. Lettering should be simple, legible, and elegant and be easy to read. Hand-painted, non-professional signage shall not be used.
- e) Color. The color palate used for storefront designs shall carry over to signs.
- f) Size. A storefront sign shall not exceed 10% of the storefront area nor cover more than 10% of a window.
- g) Borders. All signs should be defined by use of borders around the sign area.
- h) Number. Only one sign is permitted per wall.

**8-171 Requirements for awnings.**

Rigid or retractable architectural canopies or flexible, fabric awnings shall be used. Awnings shall be attached directly to the building. Colors shall complement the storefront, signage, and building colors.

**8-172 Requirements for flags.**

On a single building site, up to two flags may be displayed without a permit. A flag is defined as a piece of cloth or other material of individual size, color, and design, used as a symbol, signal, or emblem, or to convey a message. Flags are secured on one side, usually on a flagpole, and usually at two points leaving the remainder of the cloth hanging limply or drooping. A flag that is displayed so that it does not droop shall be considered a banner and shall not be permitted.

**8-173 Requirements for murals.** See Article VII.

**Application for Building Owner**  
**Building Interior Improvement Grant**  
*From the FY \_\_\_\_\_ Cherryville Incentive Grant Program*

Location of Property: \_\_\_\_\_

Name of Existing Business: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I have attached the completed application for Certificate of Appropriateness for the work to be done. **Initial** \_\_\_\_\_

I have attached: cost estimates of the work to be done. **Initial** \_\_\_\_\_

I have reviewed the policy and procedures for the Cherryville Incentive Grant Program administered by the Cherryville Architectural review Board and intend to follow the program guidelines. **Initial** \_\_\_\_\_

I understand that grant funds can be used only for the project described in the application. I understand the work must be completed within four months of the date of review by the ARB (unless otherwise specified by the ARB). I understand all work must be completed according to state and local building codes and ordinances and approved, when necessary, by the proper authorities. **Initial** \_\_\_\_\_

I understand that this application **must** be reviewed **before** any work is done on the project and that no projects will be funded if work was done before the application was approved. I also agree to provide receipts, invoices, and records to document all work performed on this project in order to receive reimbursable grant funding. **Initial** \_\_\_\_\_

If the expected total amount of the project is under \$15,000, I will request quotes from three local contractors. **Initial** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Building Owner*

\_\_\_\_\_  
*Date*

Form Approved by the Cherryville  
City Council May, 2021