

Town of Upper Marlboro



Building Improvement Program Information

The Town of Upper Marlboro Building Improvement Program is funded by a Community Legacy Grant awarded by the Maryland Department of Housing and Community Development. The Town of Upper Marlboro administers the program with the assistance of the Maryland-National Park and Planning Commission (M-NCPPC). The purpose of the program is to aid property and business owners in the repair and restoration of their building (interior and exterior) that is located within the downtown commercial district.

Eligible Façade Improvements

- Painting
- Awnings and signage- new, repair, restoration
- Lighting-exterior, sign, display area
- Masonry repair
- Door and window restoration, repair, replacement, or reconfiguration
- Removal of incompatible exterior finishes
- Repair or restoration work that uses traditional building materials and is shown to be an original feature of the building.
- Landscape improvements if part of a larger façade improvement project for the building

Eligible Interior Improvements

- Painting
- HVAC System
- Electrical and Plumbing
- Bathroom installation
- Flooring, Drywall
- Any permanent equipment

Ineligible Improvements

- New Construction
- Roof repair or replacement
- Movable furniture and appliances
- Vinyl banners for signage

Policies and Procedures

- To be eligible, the property must be located in the downtown business district
- The property must be used for business and not residential uses. Mixed-use buildings that contain business use on the ground floor and residential use on the upper floors are eligible.
- Applications may be submitted by property owners or business owner tenants who have written permission to modify their leased space/building.
- Applicants must follow the Town of Upper Marlboro Design Guidelines when designing their improvement projects.
- Work to be performed must be permanent and visible from the street. Rear facades are not eligible unless clearly visible from a public right of way.
- Properties that are not in compliance with local planning and zoning laws are not eligible unless the Improvement grant will bring the property into compliance.
- A pre-application meeting must be held with the Town of Upper Marlboro prior to submitting an application.
- The maximum grant reimbursement for a project will not exceed the approved amount regardless of the final project costs.
- All project expenses must be documented with receipts. Documentation must accompany the request for reimbursement form once work is finished. Requests for reimbursement will not be accepted prior to completion of all work.
- Only one application per building will be accepted during each application deadline.

Project Funding Limits

Type of Owner	Grant Amount	Applicant Contribution	Total BIP
Property Owner	50% up to \$30,000	50% up to \$30,000	Up to \$60,000
Business Owner	70% up to \$3,500	30% up to \$1,500	Up to \$5,000

Project Timeframe

- The project must be completed within 6 months of approval to proceed.

Applicant Responsibilities

- The applicant is responsible for obtaining all necessary approvals and permits. For designated historic sites, all FIP applications must be approved by the Prince

George's County Historic Preservation Commission (HPC) and obtain a historic Work Area Permit (HAWP). For more information about the HPC approval process or the HAWP, see the [*Historic Preservation Commission*](#) website.

Application Deadlines

Applications are submitted on a continuous basis.

Application Review Process

- All applicants must schedule a pre-application meeting with the Town of Upper Marlboro Sustainable Communities Workgroup. Applicants will not be accepted without the requisite pre-application meeting. During this meeting, the Town will provide feedback and suggestions to the applicant on design guidelines and strengthening the application.
- Application packets must be submitted to the Town of Upper Marlboro, Sustainable Communities Workgroup. Once received, applications will be reviewed by the Town of Upper Façade and Interior Improvement Program Committee for one of three actions:
 - A recommendation on local approval;
 - Issuance of written comments on ways the application could be strengthened; or
 - A denial
 - If the Town of Upper Marlboro Façade and Interior Improvement Committee believes the proposed project could be improved, they will provide written comments to the applicant requesting revisions to the design proposal and application. Once the project is resubmitted, the Committee will either make a recommendation for local approval or forward the application to the MDHCD, or it will deny the application.
 - If the project is recommended for local approval, the application will be forwarded to MNCPPC for review, after review the Town forwards the application to the Maryland Department of Housing and Community Development (DHCD) for permission to proceed. This step in the process also includes approvals led by (DHCD) personnel from the Maryland Historical Trust and the DHCD Codes Administration Office.

Reimbursement

- Grant funds are issued on a reimbursement basis and cannot be issued until the project has been completed. In order to receive reimbursement by the State of Maryland and Town of Upper Marlboro, the applicant will need to submit proof of payment for completed work and staff must review the completed project to

determine that the work performed is consistent with the application that was approved. Once the work is approved, the Town of Upper Marlboro will process a reimbursement request with the State. Generally, the State takes between 30-60 days to process a reimbursement check.