

Façade Improvement Assistance Program Application



APPLICATION DUE: September 4, 2026

The City of Shelby will help commercial property and business owners improve the appearance of their storefronts by providing grants for part of the cost of eligible improvements.

Applicant Information

BUSINESS NAME	GRANT APPLICANT	COST ESTIMATE
ADDRESS	PHONE	DATE OF APPLICATION

Eligible Improvements

Eligible improvements include exterior painting, signage, awnings, storefront/façade cleaning and/or restoration, sidewalks, lighting, storefront security devices, new roofing, and related exterior improvements. Applications will not be accepted to finance improvements that have already been completed. Grants are limited to one grant per business and/or storefront per year.

Area of Program

Grants are available to properties within the Shelby Central Business District (see Exhibit A).

Grant Amounts

A special fund is available for the assistance program. The grants will be paid on a reimbursement basis on work approved by the City of Shelby or its assigns. Grants will typically be capped at a maximum of \$10,000 per individual project, subject to review by committee, number of applicants, and impact of project.

Application Process

Before beginning the application process, applicants are asked to contact **Jeff Parton, Economic Development Liaison**, at **419-342-4159** or **jparton@chooserichland.com** (43 W Main St, Shelby, OH 44875) to schedule an appointment.

The application must be complete and include a visual representation of the work to be completed, along with estimates from a bona fide trade person, contractor, or supplier registered in the City. Completed applications will be reviewed within 30 days of receipt by the Economic Development Team.

All improvements must comply with City building code and sign size standards. All improvements must be performed within 90 days of approval unless a written extension is granted by the City.

The City of Shelby reserves the right to decline an application if the proposed improvement is not consistent with the overall image of the Central Business District or the area in which the business is located.

Make application to:

City of Shelby, Economic Development
43 W Main St
Shelby, OH 44875

Payments

After work is completed and supplier/vendor invoices have been submitted, the City of Shelby will pay the grantee in accordance with its semi-monthly accounts payable process. No payment will be made prior to building permit approval by the Codes and Permits Department (if required) and final inspection of the improvement by a representative of the Economic Development Office.

NOTE: To be eligible for the grant, work must be completed within 90 days of approval of the application.

OFFICE USE ONLY

Preliminary City of Shelby Approval

Date Approved: _____

If not approved, state why: _____

Codes and Permits Department Approval

Date Approved: _____

If not approved, state why: _____

Final City of Shelby Approval

Date Approved: _____

If not approved, state why: _____

Grant Payment

Date: _____ Amount: _____