



Wills Creek Corridor Community Legacy CNHS Commercial Landscape Program Landscape Application

The Cumberland Neighborhood Housing Services, Inc. (CNHS) Landscape Program is funded by State of Maryland Community Legacy Program funds and is being administered by The City of Cumberland and Cumberland Neighborhood Housing Services, Inc. For landscape applications property owners will be able to take advantage of Grant up to \$2,500 specifically for landscape improvements to commercial property owners. The property owner will be required to fund the amount exceeding \$2,500 (for example: the overall project could be \$3,000 with \$2,500 awarded from the Legacy Program and the remaining \$500 from the owner's funds). This program is not subject to income guideline restrictions. Applications will be considered received once all the required materials have been submitted – failure to submit all materials will place applicants further down on the received list and jeopardize their opportunity to participate. Please see the CNHS Commercial Landscape Program Application Checklist for required materials. The CNHS Commercial Landscape Program includes the following guidelines:

- Applications are required to be signed and submitted by the commercial property owners.
- The qualifying area for the CNHS Commercial Landscape Program is targeted blocks within the boundaries of the Wills Creek Neighborhood Corridor, 400, 500, 600 and 700 blocks of North Centre and North Mechanic Streets.
- CNHS Commercial Landscape Program may include trees, shrubs, perennials fencing, and signage. Applicants should obtain copies of approved right-of-way trees from the City of Cumberland's Natural Resources Specialist Mr. Paul Eriksson 301-759-6607.
- A project cost estimate produced by the applicant and must be included in the application submission.
- Proposed project must meet all State and local codes, and must comply with City Zoning Ordinance
 - Applicants should obtain copies of permit checklists from the City of Cumberland Department of Community Development prior to submitting this application in order to be fully aware of all requirements.
 - In addition to the normally required permit reviews, all awarded projects will be submitted to the Maryland Historical Trust for a compliance review. Projects will also be sent to the Maryland Codes Office.
 - All tree planting applicants must check with Miss Utility to meet all of their requirements.
- Applicant must be in good standing with all City departments and programs including but not limited to any Federal, State, or local funded programs, property code compliance, permits and zoning compliance, etc.
- Projects must be completed in a timely manner and a detailed timeline must be included in the application. Priority will be given to projects that can be completed within 6-months. This is the timeframe currently imposed by the state for this program.
- All required permits, compliance reviews, and program approvals must be obtained prior to starting your project. Projects that are commenced prior to receiving the proper permits, compliance reviews, and program approvals will invalidate the funding agreement and will lose all awarded funds.
- Preliminary site visit and final inspection of the project must be completed by designated CNHS Staff.
- Upon official approval by the City the property owner will be issued an agreement form. Property owners must accept to follow all the requirements by signing the issued agreement. A specific time limit for completing the landscape project will be issued as part of the agreement. If the landscape project is not completed (without prior approval for an extension) within the limited time frame the agreement will be terminated and funds will be reallocated.
- Failure to comply with all of the requirements set forth in this application and the CNHS Commercial Landscape Program agreement will result in a recapture of the funds by CNHS.

APPLICATION

Property Owner: _____

Address: _____

Telephone: _____

E-mail: _____

Contact person for project (if different from above): _____

Address: _____

Telephone: _____

E-mail: _____

Address of property: _____

Brief description of proposed project: (attach additional sheets if necessary):

PLEASE ATTACH SHEETS OUTLINING A DETAILED SCOPE OF THE WORK TO BE COMPLETED AND LISTS OF MATERIALS TO BE USED.

How long have you owned this property and/or business? _____

PLEASE ATTACH PROOF OF THE FOLLOWING:

- Current on all State, County, and Local Taxes
- Current on all water and sewage fees
- Proof of ownership or signed contract of sale
- Proof of current valid commercial insurance policy
- Provide qualification of persons working directly with the project in order to demonstrate ability to undertake and complete project. Include experience and track record for filing and complying with permit/code review requirements.
- Disclosure of all liens and encumbrances currently against the property. Failure to disclose all will result in application being rejected and if discovered after completion could result in requirement to repay all grant funds provided through this program.

Please provide contact information on licensed contractors or property owner, providing the project scope estimate. The property owner may do the landscaping work, however the grant will be for material costs only no labor (sweat equity) will be reimbursed. **Photos must be provided for ALL projects. Photos may be in digital or standard print format. ***

PUBLIC INFORMATION DISCLOSURE

CNHS intends to make available to the public certain information regarding projects for which an application has been submitted. The information available to the public will include the information in this application as submitted or amended. This information may be confidential under Maryland’s Access to Public Records Act. If you consider this information confidential and do not want it made available to the public, please indicate so in writing attached to this application. You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have under the Act regarding this information.

I have read and understand I have waived confidentiality of information as described above.

Applicant’s initials _____

SIGNATURE

By signing below, I acknowledge that all of the above information is true and complete to the best of my knowledge. I understand that failure to submit a complete application or the falsification of information contained within the application will result in my application being rejected and could result in me being required to repay any grant funds awarded through this program. I also agree that if my property is selected for funding that I will allow the property to be advertised, displayed, and showcased for purposes of stimulating economic development within the region. I will allow the property to be showcased through advertising, press releases, videos, and photos indefinitely, with scheduled tours of the property being allowed for a period of one year following the completion of the project.

Signature/Date

Signature/Date

* CNHS will assist with photos if needed.

MAIL OR FAX YOUR COMPLETED APPLICATION TO:

Cumberland Neighborhood Housing Services, Inc. (CNHS)
400 North Mechanic Street • Cumberland, MD 21502 • Phone 301-722-6958 • Fax 301-722-6966

ATTACHMENT A

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

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 change to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The Standards are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. 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. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. 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. 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. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. 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. 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.