

**Policy Guidelines**  
**Technical Assistance Program**  
**of**  
**Downtown Commercial Rehabilitation Program**

**Purpose:** To assist property owners and tenants with appropriate rehabilitation guidelines for their facades and storefronts and to obtain a cost estimate for such work by consulting with a professional designer/architect.

**Methodology:** Owner or tenant engages an architect or other design professional to create a commercial rendering of the facade and improvements to be made utilizing the BDA design guidelines. This may not create a final design blueprint or be suitable for obtaining a building permit.

The architect could use a photograph (digital or conventional silver/analog print) with an overlay to demonstrate where and how improvements would and could be made. (One or two pages) In addition, there would be an estimate of the range of costs based upon materials and wages including prevailing wages or union scale if required. (One or two pages)

**Reimbursement of costs:**

The architect will be engaged by the company with reimbursement up to 100% to a total cost of \$2,500 for the rendering. Only projects approved by the BDA staff, in writing and in advance, will be considered.

Where there are special concerns for historic preservation, integration of design or planning, the Board of the Bristol Development Authority or the Downtown Committee of the BDA may approve any reimbursement of expenditures up to 100% up to \$5,000.

**The BDA Downtown Committee or BDA Board may initiate designs for renovating the exterior of downtown buildings.**

**Application:** Shall follow the BDA's currently adopted application system for the Downtown Commercial Rehabilitation Program. All applicants are subject to prior written approval and the availability of funds.

Updated 2/6/08

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