



304 Main Cross St. | Charlestown, IN 47111
Telephone: 812-256-3422
cityofcharlestown.com

“FIRST COME, FIRST SERVED, LIMITED FUNDS”

The Charlestown Redevelopment Commission (CRC) partners with commercial businesses and property owners within the City of Charlestown for a variety of purposes with the intent of supporting growth and investment within the community. The CRC’s main objective for this **Façade Improvement Program** is to encourage private investment in real estate within the TIF district¹ that promotes visual improvement, preservation, and economic vitality for the subject properties. The CRC is authorized to administer grants and loans as provided for by I.C. 36-7-14-12.2 (a)(26). The Façade Improvement Grant program is funded through the Economic Redevelopment (RDC/TIF) or through such other means determined reasonable by the City based on the specific application. Eligible projects include exterior general building and property improvements, for example: exterior painting or repairs, masonry repair and tuckpointing, exterior structural rehabilitation, roof replacement, windows/doors/storefronts, signage, awnings, and landscaping.

Projects may include parking area surfacing/resurfacing and repair as long as this work is not the only work performed within the project. Projects that encompass capital investments above and beyond general building/property improvements are encouraged and preferred. All improvements must comply with the City of Charlestown zoning and building regulations and be approved by the City of Charlestown Plan Commission and/or the Building Commissioner as required.

APPLICATION 502 291
0212

Property Owner: National Builders and Developers Phone: _____
Company Name: National Builders and Developers
Property Address: 950 Market, 952 Market, 954 Market, and 956-958
Email Address: nationalbuilders47111@gmail.com
Description of Improvements:

Resurface, seal, and stripe parking lot, update facade with Hardie style siding, update gutters, roof/ shingle replacement, replace windows of, doors, add outdoor lighting on building, and improve overall ascetic of professional services building.

A new tenant is moving into 950 Market St in 2026- Tandem Behavior Health Services 1-2 employees

Use additional paper/attachments if necessary

Total estimated project cost: \$79,095.00 Amount requested: _____

When will improvements start? May 2026 End? June

How many employees are employed at this location? 15 # of New Jobs created: 1-2

The information given is true and accurate to the best of my knowledge. Furthermore, I give permission for use of the business name and photographs to be taken by CRC staff and/or volunteers for media purposes and will permit the use of promotional signs on property during construction phase.

Date: 02/20/2026 Signature: 

¹ Shown in the exhibits

FAÇADE IMPROVEMENT PROGRAM
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PROGRAM GUIDELINES

- 1) Charlestown Redevelopment Commission (CRC) will reimburse 50% of project costs, up to a maximum of \$10,000 per pre-approved project. CRC reserves the right to award grants in amounts less than 50% of project costs for any reason, including availability of funds, aesthetic value of the project, or any other reason at their sole discretion.
- 2) **Application must be approved in writing before work begins. There is a non-refundable application/processing fee in the amount of \$150.00.**
- 3) Two cost estimates must accompany each application along with a “before” photograph. Estimates must include a materials/products list and labor cost breakdown. Material boards and color sample examples may be requested as well. Owner makes selection of contractor.
- 4) If a permit is required, only a contractor registered with the City can perform the construction work.
- 5) CRC will rebate the business/property owner after work is completed and a final bill with copies of receipts is submitted and/or copies of a cancelled check(s) for applicant’s portion is provided. An “after” photograph must also be submitted.
- 6) All work must be completed and funded within six (6) months of application approval, with a three (3) month extension available by request for good cause shown.
- 7) A building owner or a family member may do the work related to the proposed project. However, if this is the case, two “arm’s length” estimates plus one from the owner or family member must be submitted with the application.
- 8) Lessee must submit notarized permission from property owner to participate in program.
- 9) CRC reserves the right to use its collective judgment in consideration of any application and may reject any application on the grounds that it does not fit the intent of the program.
- 10) If demand exceeds funds, projects may be ranked using criteria such as (but not limited to) the following:
 - First time applicant
 - Enhancement of economic development within the City
 - Structural vs. cosmetic improvements
 - Elimination of health or safety hazard
 - Financial need
 - Size of investment
 - Enhancement of aesthetic appeal to property and neighborhood
 - Enhancement of positive Charlestown image
 - Number of new jobs created
 - Location of property
 - Enhancement of neighborhood property values

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- 11) A maximum of \$10,000 per business, per site will be allowed annually. Two applications per owner, per calendar year may be considered on a case by case basis. Projects that include the construction of a new business/building shall not be considered. The program only applies to improvements made to existing properties and structures.
- 12) The following costs are reimbursable up to a maximum of \$1,000 each:
 - Business Signage
 - Architectural Cost
 - Labor Cost
- 13) The guidelines contained herein do not necessarily comprise a complete list. Additional guidelines and requirements may be added at any time.
- 14) All projects must meet building code, historic district, ADA, zoning, and other legal requirements.
- 15) Failure to meet code requirements or to cooperate with building/site inspections may cause forfeiture of grant.

Checklist

Pre-Application:

- _____ Contact Information and address (including email)
- _____ Project description (See criteria #10), must include an architectural drawing or sketch and a budget estimate
- _____ Two (2) cost estimates (material list and cost breakdown)
- _____ ‘Before Construction’ photograph(s)
- _____ Name and address of registered contractor (if applicable)
- _____ Confirmation of Planning and Zoning review/approval
- _____ Copy of building permit (if applicable)
- _____ Application/Processing fee (\$150.00)

Submit completed application to City of Charlestown Redevelopment Commission along with an application/processing fee in the amount of \$150.00. Please call if you have any questions.

It is the applicant’s responsibility to complete the application and provide all supporting documentation at least ten (10) days prior to the Redevelopment Commission meeting in which the application will be considered. The applicant shall attend the Redevelopment Commission meeting and be prepared to present the project and answer any questions. The Redevelopment Commission reserves the right to reject or table any incomplete or untimely applications. The application must be submitted and approved by the Redevelopment Commission prior to the commencement of any project work. Any application made after the commencement of project work shall not be considered by the Redevelopment Commission.

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Post-Application:

_____ Receipts (Itemized)/Cancelled Checks

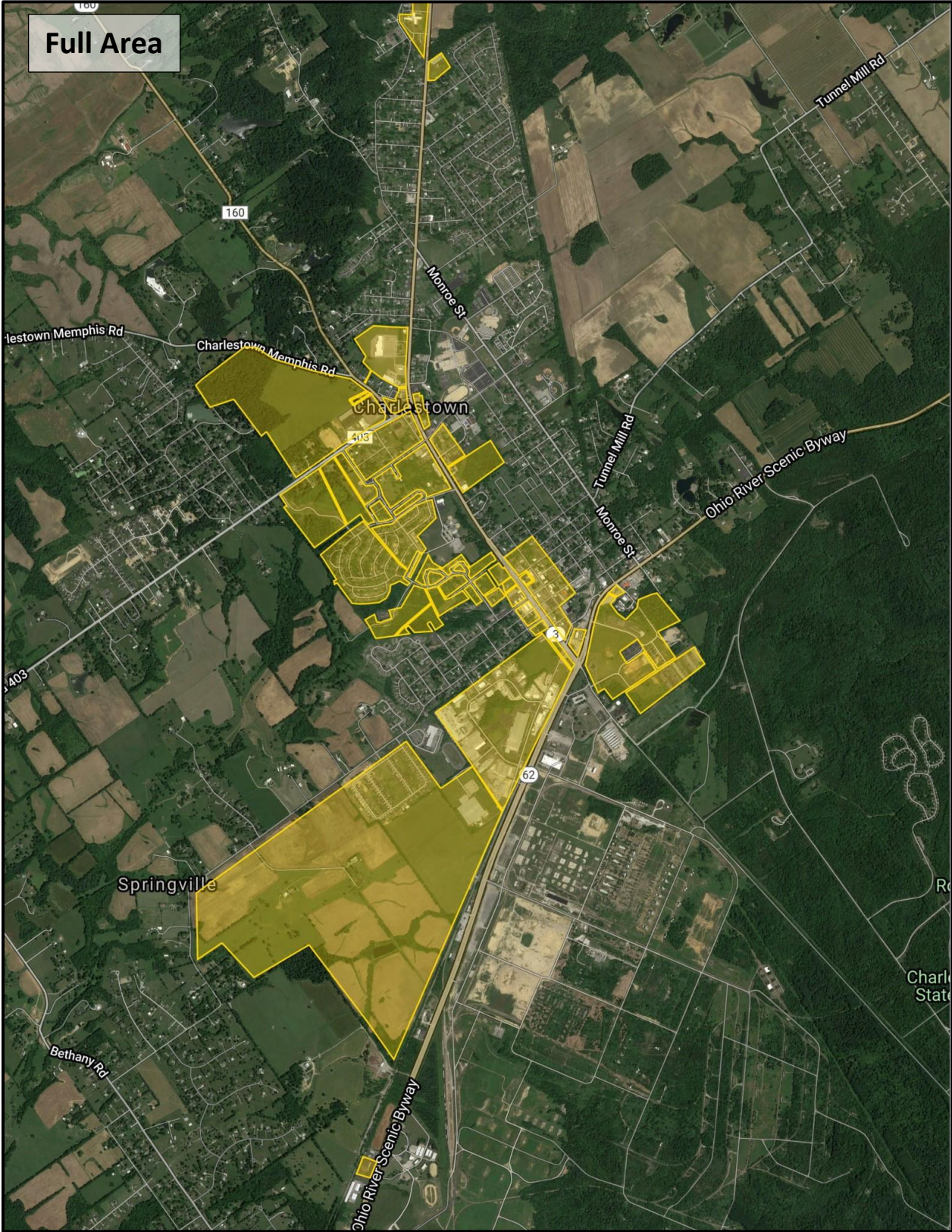
_____ 'Post Construction' Photograph(s)

_____ Final Inspection by City of Charlestown Planning and Zoning and/or Building and Code Enforcement

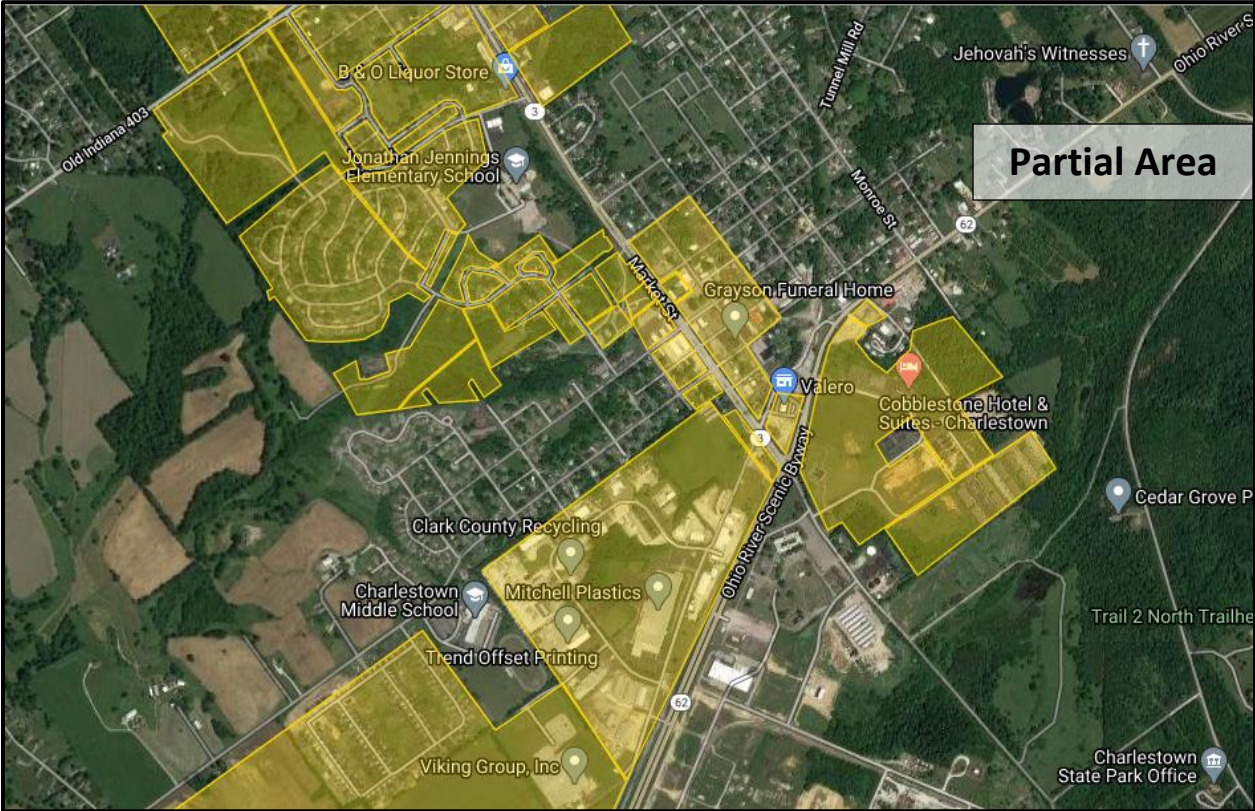
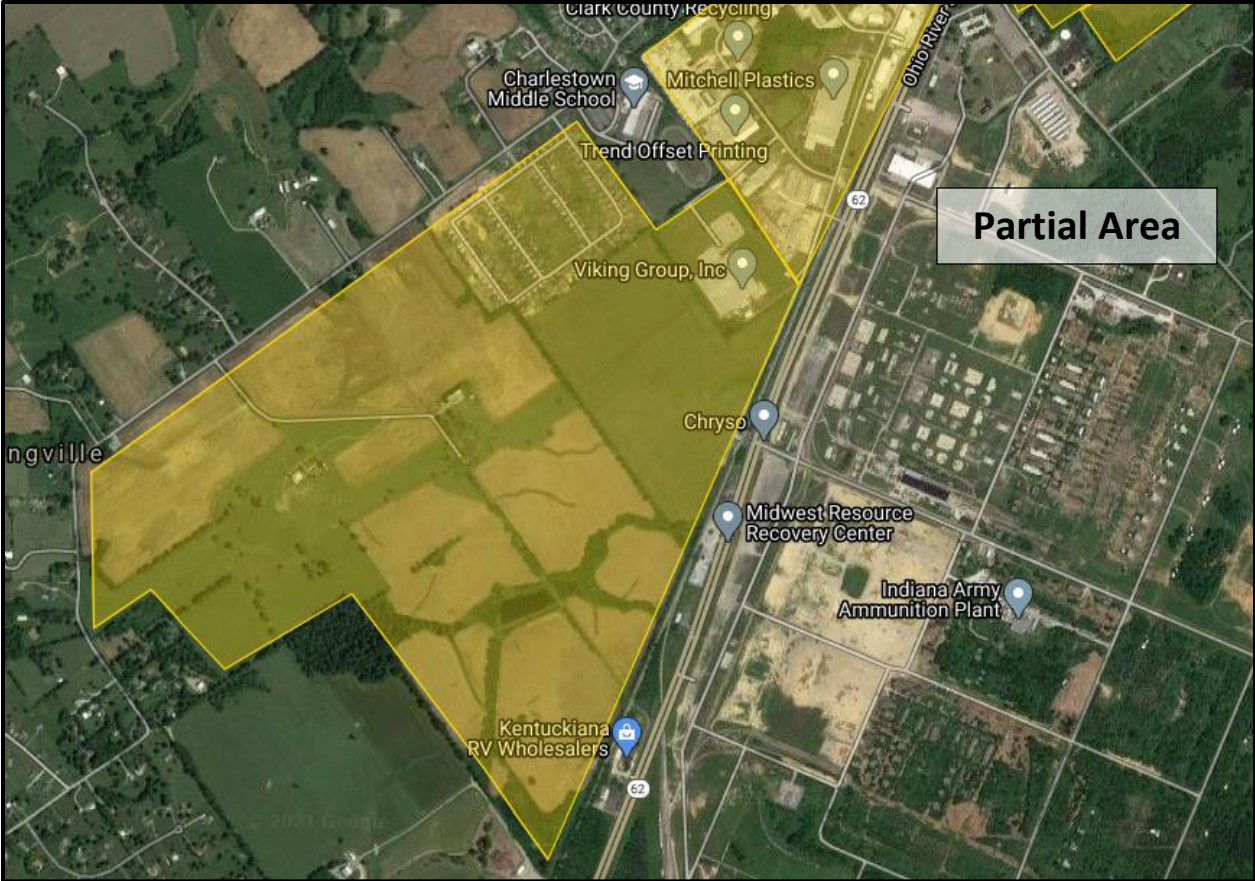
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Exhibits

Link to Interactive Map: [Click Here](#)



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