



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: DCED@Hagerstownmd.org

Telephone: 301.739.8577, Ext. 111 • Website: www.hagerstownmd.org/DCED

City Center Vacant Storefront Incentive Program Guidelines

The City of Hagerstown has developed an incentive program to create business occupancy space by revitalize vacant storefronts in the Downtown City-Center Mixed-Use (CC-MU) Zoning District; which is part of the City's Sustainable Communities Area. The program's goal is to bring first-floor commercial spaces to current code standards with the aim to support revitalization projects that will decrease blight, preserve structures, and generate employment opportunities.

Guidelines:

- Grants awarded under the City Center Vacant Storefront Incentive Program have no minimum amount, but a maximum of \$50,000. A cross-department Review Committee will use the following criteria in determining grant eligibility:
 - Economic Impact of the Project,
 - Proximity to Public Square (Priority to Main Street),
 - Renovation Budget,
 - Square Feet Being Revitalized,
 - Condition of the Building/Rectifying of Code Violations,
 - Length of Prior Vacancy.
- Awarded grants require a 1:1 match from the applicant completing the project. Example: A \$10,000 grant would require a match of at least \$10,000 for a total project cost of \$20,000.
- Funds shall be utilized for bricks and mortar renovations of vacant storefronts within the Downtown City Center Mixed-Use (CC-MU) Zoning District with the goal of bringing them to shell-condition.
- Applicants must be the party responsible for the costs of the improvements.
- Timeline must show completion of project, as described by the applicant in the Application and Development Plan, no later than 5/31/2026.
- Applicants may apply for up to \$50,000 per storefront location. A building may be eligible for more than one grant, if the building contains multiple vacant storefront spaces, each to be occupied by separate businesses. No more than three (3) storefronts will be eligible within a single building.
- Applicants may apply and utilize other grant and incentive programs, such as Invest Hagerstown, but must provide unique expenses/receipts for each program used.
- All work for the project must be performed by licensed, permitted contractors, and must comply with local, state, and federal codes and ordinances.
- All code upgrades must be performed to City Code and will be regulated through the City's Planning and Code Administration Department.
- Space at minimum must meet Chapter 232 of City Code for First Floor Shell Condition Requirements (included as attachment).

Eligible Applicants:

- Projects seeking the creation of new business-ready space in order to attract new commercial tenants to currently vacant storefronts within the Downtown City-Center Mixed-Use (CC-MU) Zoning District.
- Project must be in planning and not actively under construction.
- If an applicant is not the owner of the property, a signed letter of intent or draft/signed lease is a required attachment.
- Applicant must demonstrate they are responsible for the expense of the scope of work proposed.

Ineligible Applicants:

- Non-profit property owners and non-profit businesses.
- Projects where construction/renovations have already begun will not be eligible for consideration.
- New construction projects are ineligible.
- Non-vacant storefronts.
- Storefronts that meet current “shell-ready” standards.
- Tenant fit-out costs beyond bringing the space to shell-condition are ineligible for funding and/or match requirements.
- Façade & signage improvements, except the replacement of exterior storefront doors and windows, are ineligible for funding and/or match requirements.
- Applicants may not include bail bond businesses, store front churches, hookah shops, tattoo businesses, adult bookstores or other adult businesses, gambling businesses or the like.
- Individuals, businesses, and properties not in Good Standing with the City of Hagerstown or State of Maryland will not be considered.

Application Process and Requirements:

- A development plan, which outlines the renovation schedule and major components of the project, shall accompany the application form.
- Applications approved by the Review Committee will receive a Letter of Commitment from the City of Hagerstown which may be used to assist in financing the project.
- Funds will only be disbursed after staff have verified all work in the Application and Development Plan has been completed to Code, including all required site inspection approvals, and final receipts have been provided.
- All projects shall comply with federal, State and local codes, laws and ordinances.
- All upgrades must be performed to City Code, and will be regulated through the City’s Planning and Code Administration Department.

Please direct questions to:

Department of Community & Economic Development

City of Hagerstown

14 N. Potomac, Suite 200A, Hagerstown, MD 21740

Phone: 301-739-8577 ext 111 Email: dced@hagerstownmd.org



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

14 N. Potomac Street • Suite 200A • Hagerstown, MD 21740

Email: DCED@Hagerstownmd.org

Telephone: 301.739.8577, Ext. 111 • Website: www.hagerstownmd.org/DCED

CITY CENTER VACANT STOREFRONT INCENTIVE Application Form

Applicant Type:

- Property Owner With Known Commercial Tenant
- Property Owner With Unknown Commercial Tenant
- Business Tenant with Draft Lease or Signed Lease

Property Information

Property Address: _____, Hagerstown, MD Zip: _____

Applicant Information:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____ Website: _____

Name of Tenant (if not Applicant): _____

Are you a For-Profit Business? (Yes / No)

Project Information

Expected Start Date: _____

Expected Completion Date: _____

Total Project Cost: \$ _____

Grant Request Amount (Max \$50,000 and not to exceed 50% of total project cost):

\$ _____

Project Square Feet: _____ sqft

Has the property been vacant, and if so, for how long? (Yes / No)

Vacant Since _____ (month/year)

Terms of Lease:

Lease Start Date: _____ Number of years: _____

How many new jobs will be created within 2 years of the project completion? ____ new jobs

Required Attachments:**ALL APPLICANTS:**

- Narrative Description of Project (Development Plan) to Include:
 - Description of the Project including renovations, improvements, and upgrades to existing facilities;
 - Description of planned occupancy; and
 - Description of the anticipated economic impact of the project on the immediate commercial area/neighborhood
- Project Timeline
- Project budget and contractor cost estimates itemizing the scope of work for the project
- If applicant is acting as its own General Contractor, at least one outside construction cost estimate for the full scope of work for the project must be provided to illustrate that expenses are in line with market-rate costs.
- Financing plan showing proposed funding sources and any other incentives or grants being used (bank statement, confirmed loan letter, award letters, etc.)
- Photo(s) including 1 front, street view of the property
- Design Plans

Business Tenant Applicants – Must Also Include:

- Signed Letter of Intent, copy of a draft or executed lease. If a draft lease is submitted, a final executed lease reflecting the same terms and conditions will be required prior to finalization of the incentive.

Applicant Signature:

By signing below, I certify that the information above is true and correct, I agree to comply with the program requirements and eligibility as described in the City Center Vacant Storefront Incentive Grant Guidelines, and I understand that if my application is approved, failure to comply will result in termination of the Letter of Commitment and forfeiture of grant funds committed.

Applicant's Signature

Date

Return to:

City of Hagerstown
Department of Community & Economic Development
14 N. Potomac, Suite 200A, Hagerstown, MD 21740
Phone: 301-739-8577 ext 111 Email: dcad@hagerstownmd.org