



Town of Port Deposit

64 S. Main Street
Port Deposit, MD 21904
410.378.2121
www.portdeposit.org

2025 Port Deposit Landscape and Streetscape Application and Guidelines

APPLICATIONS DUE TO PORT DEPOSIT TOWN HALL ON OR BEFORE JULY 3, 2025 AT 12:00 NOON

The Port Deposit Landscape and Streetscape Improvement Program supports exterior projects to enhance the historic character of the property that would improve the visual characteristics and curb appeal of the community. The Landscape and Streetscape Improvement Program is funded by the Town of Port Deposit.

The Program provides property owner's financial assistance for up to **\$10,000 per property for qualifying exterior landscape and streetscape improvement projects.**

The Program is administered through the Town. **Please review all program instructions and guidelines carefully before applying.**

Project Address: _____

Property Owner/Applicant: _____

Address: _____

Phone: _____ Cell Phone: _____ Email: _____

Is the property owner occupied and a principal residence? ____yes ____no

Is the property owner a senior citizen on a fixed income? ____yes ____no

Is the property a rental property? ____yes ____no What type? ____residential ____commercial ____mixed use

Is the property vacant? ____yes ____no If yes, when will it be occupied? _____

Grant funds may be paid directly to the homeowner as reimbursement, or directly to the contractor as payment of the invoice. Check one: _____reimbursement to applicant _____payment directly to contractor

I. GRANT REQUIREMENTS:

1. Maximum grant award is \$10,000.00 per property.
2. Building must be located in the Port Deposit Historic District.
3. Property Owner (Applicant) must apply for the grant.
4. Projects are limited to exterior landscape and streetscape improvements only.
5. Applicant must use a **licensed contractor for all work.** A copy of the contractor's business license must be included with the application.
6. Grant applications will be reviewed and points awarded. See Award Criteria section.

II. PROJECT INFORMATION

Eligible landscape and streetscape improvement projects (include, but are not limited to the following) please check type of repair/replacement:

☐ Sidewalk repair/replacement
 ☐ Retaining wall masonry repair/enhancement
☐ Driveway repair/ replacement
 ☐ Walkway repair/replacement
☐ Landscaping – trees, shrubs, garden beds
 ☐ Stormwater management elements – permeable pavers, rain barrels, rain gardens
☐ Fence
☐ Other: _____

Describe project _____

What is the current material of the project? ☐ wood ☐ slate ☐ vinyl ☐ granite ☐ stone/brick

If other - describe: _____

Will you repair/replace with in-kind material? ☐ yes ☐ no

If no, what material will you use? _____

Please explain why you are not using in-kind material(s): _____

III. PROJECT ESTIMATE AND SCOPE OF WORK

With the application, provide estimate from licensed contractor, copy of license, and pictures of the project.

Estimate should provide specific details on materials to be used, work to be completed, and itemized costs.

Estimate from: _____ Amount: \$ _____

Total grant request amount? _____ Total Property Owner amount? _____

(property owners are encouraged to provide a contribution toward the cost of the project.)

IV. GRANT APPLICATION PROCESS:

1. Submit an application with the following:
 - a. **Estimate from LICENSED CONTRACTOR** on business letterhead for the proposed project. You **MUST** provide copy of business license;
 - b. **“BEFORE” pictures** of the project must be submitted with the application. If you receive a grant, “after” pictures of the project must be submitted with the final invoice; and
 - c. **Detailed sketch/drawing of the proposed improvements** (additional information may be required Town of Port Deposit, and/ or Cecil County Department of Permits and Inspections).
2. **The contract for the proposed project is between the CONTRACTOR AND THE PROPERTY OWNER.**
3. Applicants are not permitted to submit additional estimates from other contractor’s after the application has been submitted.
4. Property owner may apply for more than one project; however, the maximum grant award per property for this grant is \$10,000. Each project must be submitted as a separate application.
5. The Town will notify applicant if the project is approved. Applicants will receive an award letter from the Town that will include any conditions for approval. Applicant will provide the zoning certificate to the Cecil County Department of Permits and Inspections for a building permit, if required.

6. Landscape and streetscape grant may be withdrawn by the Town if applicant does not comply with the bid and financial contribution as submitted, or estimate and payments are manipulated to alter the actual project cost.

V. PROJECT APPROVALS – Incomplete applications will not be accepted or reviewed:

1. Mayor and Council will select a committee to review applications to award points based on the award criteria listed below.
2. Approval Requirements:
 - Town of Port Deposit - Projects must receive a Zoning Certificate, if required;
 - Cecil County – Applicant is required to obtain all permits from the Permits and Inspections Division, as required.

VI. GRANT FUND DISBURSEMENT

1. **APPLICANT** reimbursement payment, you must submit the following:
 - Check – copy of the receipt from the contractor and a copy of the front and back of cleared check from your bank.
 - Credit card – copy of the credit card receipt from the contractor.
 - Cash payment – copy of the receipt from the contractor stating that the payment was received in cash.
2. **CONTRACTOR** invoice payment, you must submit the following:
 - Applicant **MUST** sign and date all invoices submitted for payment as proof of satisfaction with the work before the town will pay the invoice. The Town WILL NOT PAY any invoice that is NOT SIGNED by the property owner.
3. Request for partial reimbursement payments may be submitted.
4. Final reimbursement payment will not be released until the project has been completed, inspected and approved by the property owner by signature on the invoices, Cecil County Permits and Inspections Department and/or Town.
5. All work performed must comply with the submitted plans. Any work done that is not consistent with the approved project will not be reimbursed. The Town of Port Deposit reserves the right to determine if the work performed is consistent with the finished project.
6. The Town has 30-days from submission of receipts to issue the reimbursement.

VII. PROJECT COMPLETION

1. All work selected for grant funds must be started within one (1) year of grant award. Applicants have two (2) years to complete the project.
2. The Town of Port Deposit may promote an approved project including, but not limited to, taking and displaying pictures during and after the project is completed and using the information on our website, media sites, and publications provided through the Town.

VIII. AWARD CRITERIA - POINTS

Proposals are reviewed and points awarded for each category listed below:

- 0 to 30 points - degree and/or quality of the historic restoration project;
- 15 points – senior citizen on fixed income;
- 0 to 30 points – cash contribution toward total project cost;
 - 05% - 49% contribution toward project – 05 points
 - 50% - 75% contribution toward project – 10 points
 - 76% or more contribution toward project – 15 points
- 25 points - owner occupied property (listed as principal residence as per SDAT)

SIGNATURE - By signing this application, the property owner/applicant certifies that:

- Project shall be executed in compliance with all county and town codes and regulations;
- Project shall be completed in compliance with the stated landscape and streetscape improvement program guidelines and regulations;
- Applicant/property owner agrees to provide the following amount toward the project: \$ _____

Signed: _____
Property Owner Date

Print Name: _____

FOR OFFICE USE ONLY

Project Address: _____ File No: _____

Total Project: \$ _____

Grant Request: \$ _____

Owner percentage of total project: _____ Property Owner Contribution: \$ _____

POINTS – AWARD CRITERIA:

Degree and/or quality of historic restoration project – 0 to 30 points:	
Senior citizen – 15 points:	
Property owner contribution based on percentage of total project:	
05% - 49% owner contribution toward project – 05 points 50% - 75% owner contribution toward project – 10 points 76% or more owner contribution toward project – 15 points	
Owner Occupied Property (listed as principal residence on SDAT) – 25 points:	
TOTAL POINTS:	

_____ reimbursement to homeowner _____ direct pay to contractor

Date received: _____ County Permit No, if applicable: _____

Approved Date: _____ Deadline: _____

MHT Approval date: _____ Condition letter/Zoning Certificate sent: _____ yes _____ no

Contract Awarded to: _____