

## REQUIRED SUBMISSIONS/APPLICATION ATTACHMENTS

Amended on 12/29/09 by Maria Gall, CRAB Chair

- Completed application packets must be submitted in a ½ to 1 inch, three ring binder
  - Complete and sign application form
  - Attachments must be tabbed in the order as listed below
1. Proof of property ownership
    - \* Owners – deed and/or
    - \* Tenants - lease and written consent of owner
    - \* Currently meet required LDR's
  2. Proof of necessary private funding for matching portion
  3. Proof of property insurance
  4. Proof that all taxes and assessments are paid
  5. Proof of sound building - Occupancy permit and/or Annual Fire Inspection certificate
  6. Legal description and/or survey of property
  7. Color photographs showing existing facade of the building
  8. General Project Description - plans and elevations of improvements, including descriptions and samples of proposed colors and/or materials where applicable
  9. Project Budget - with a cost estimate of all work including professional estimate(s) from an architect or appropriately licensed contractor. Names of contractors and license #'s must be submitted.
  10. Timeline - outline total timeline to include project start and end dates
  11. Letter from the City's Code Enforcement Officer indicating there are no current Code enforcement issues with the building.
  12. Letter from the applicant agreeing to the 2-year lien to be placed on the property at time of completion of the project.
  13. Letter from the City's Heritage Commission, or it's Design Review Subcommittee, that the proposed work complies with the Design Guidelines adopted by such commission.

# **Keystone Heights CRA Facade Grant Application**

## **PROGRAM INTENT**

The purpose of this incentive Grant Program is to encourage the rehabilitation, renovation, preservation or improvement of commercial storefronts to create an aesthetically pleasing downtown business district in an effort to realize a full economic potential. This will be accomplished by offering financial assistance in the form of available grant monies administered through the Keystone Heights Community Redevelopment Agency.

## **ELIGIBILITY REQUIREMENTS**

1. Project is within designated Community Redevelopment area as outlined: storefronts facing SR 21 and bordering from Southside Hwy 100 to Keystone Beach, plus SR 21 north of SR 100 to City line, including Cargo Way and Commercial Circle.
2. Applicant has submitted a complete application with required attachments.
3. Applicant has demonstrated that all necessary private financing required to complete the project is secured. Refer Submissions/Attachments
4. Applicant must have the appropriate property and business tax receipts, both City and County, and be in compliance with City and County codes. Refer Submission/Attachments
5. Project must be completed within 90 days of fiscal year end 2010 of the grant award unless a written extension is requested and granted by the Community Redevelopment Agency.
6. The applicant must be the owner of the building. Tenant may apply upon receipt of written consent by the owner of the building. Refer Submission/Attachments

## **NONDISCRIMINATION**

The Keystone Heights Community Redevelopment Agency Facade Grant shall be available to anyone meeting the Eligibility Requirements and no one shall be denied the benefits of said program because of race, color, national origin or sex.

## ELIGIBLE IMPROVEMENTS

Facade Improvements such as:

- \* Painting
- \* Addition and/or replacement of existing exterior signage
- \* Addition and/or replacement of existing exterior lighting
- \* Addition and/or replacement of:
  - \* Awnings and or shade producing elements
  - \* Windows
  - \* Doors
  - \* Landscaping improvements
  - \* Exterior structural improvements
  - \* Stucco
  - \* Trim work
  - \* Pedestrian amenities:
    - \* Benches
    - \* Bike racks
- \* Dumpster Enclosures

## INELIGIBLE IMPROVEMENTS

- Interior improvements
- Electrical work, except as related to signage or exterior lighting
- Roof, except for that seen as a facade element
- Chimney repairs
- Permitting and impact fees
- Improvements constructed prior to the funding agreement
- Refinancing existing debt
- Payment of taxes or liens against the property
- Physical or visual removal of architecturally important feature
- Any work not completed by an appropriately licensed contractor

## FUNDING

The CRA will provide 80% of the total project funds, up to a maximum of \$5,000. If the proposed project exceeds \$6,250.00, the CRA will provide a maximum of \$5,000.00 and the applicant is responsible for the remainder of the costs.

***This grant will be administered as a “Reimbursable” grant.***

All grants are awarded at the discretion of the Community Redevelopment Agency and are subject to fund availability. Renovation projects are subject to Codes as applicable.

The Community Redevelopment Agency retains the right to advertise properties which receive funding.

## GUIDELINES

1. Work must comply with current City, County and State codes.
2. No work for which a grant is sought should begin until authorized by the Community Redevelopment Agency.
3. No grants shall be awarded to government owned property
4. Structural work to be done requires an estimate from an architect or licensed contractor.
5. All work must be performed by appropriately licensed contractors who are approved to do business in the City through the *County's Building Department*.
6. No building owner, lessor, lessee, tenant, occupant, employee or immediate relative of the same, either personally or corporately, shall serve as a contractor or subcontractor to be paid with CRA funds for the rehabilitation of the building or property.
7. Building owners or occupants must disclose any business or financial relationship with members of the CRA Board members.
8. Any unapproved changes will void the grant. If Grantee desires to change the project after approval they must contact the Community Redevelopment Agency for a change approval.
9. Grantee is responsible for obtaining any permits required to do the work. Cost of permitting cannot be part of the grant funding
10. Building facades shall be restored to their original period design and comply with design guidelines adopted by the Heritage Commission.
11. A proposed historic design may be submitted
12. All accessories such as signs and awnings shall comply with the overall character of the building
13. Colors shall comply with stated Color Guidelines as approved by the Heritage Commission.
14. Building must be structurally sound. Refer to Submission/Attachment
15. Property taxes, both City and County, must be current. Refer Submission/Attachments
16. As part of the grant, the property owner agrees to make no changes to the exterior of the property, specifically if those changes alter the work performed under the façade grant, for a minimum of two (2) years following completion of the rehabilitation of the building unless said changes are approved, in writing, by the CRA Board. If any changes are made without the prior written consent of the CRA Board, the rehabilitation assistance amount will become due and payable in full as set forth in paragraph 16 below.
17. Program funds will be disbursed in the form of a grant with limited repayment requirement. If the property improvements made pursuant to the CRA façade grant program are not maintained for a minimum of two (2) years after completion of the rehabilitation, the funds may be considered a zero interest rate loan to be repaid in full within thirty (30) calendar days. Written notice of an Owner's requirement to repay the funds will be provided to the Owner by the CRA Board. The CRA's decision to require repayment may be appealed to the City Council provided such appeal is filed in writing with the City Clerk within ten (10) calendar days from the date of the Notice and the City Council's decision is final.
18. The property and/or business owners shall keep the property in good condition and repair, and shall not remove or demolish any improvements thereon in accordance with applicable terms and conditions set forth herein. If this provision is violated, the property owner and applicant will be notified of the violations and will be given sixty (60) days to correct them. If the violations are not corrected within the prescribed time frame, the CRA Board has the right to activate payment of the grant under the procedures set forth in paragraph 16 above.

19. Any non-permanent accessory purchased with grant monies shall remain with the property if the owner/tenant changes hands
20. ***Must comply with LDR (Land Development Regulations)***

## **PROCEDURE**

It is the intent of the Keystone Heights Community Redevelopment Agency to provide this incentive grant program during the fiscal year 2010. In order to implement this intent the Community Redevelopment Agency will accept applications until March 12<sup>th</sup>, 2010 at 2 p.m. for consideration.

- \* Applications shall be submitted to Keystone Heights City Hall
- \* Only completed applications including all supporting documentation will be accepted
- \* Applications will be reviewed for completeness and documentation. Applications which are incomplete or do not comply with program requirements will not be considered for funding and will be returned to the applicant.
- \* Completed applications are presented to the CRAB for review, recommendations and referred to CRA for final approval.
- \* Upon Community Redevelopment Agency approval, a letter of commitment will be provided to the applicant.