



Façade Sign and Landscaping Grant

Information & Application

Fiscal Year 2007-08

Sebastian Community Redevelopment Agency
in partnership with
Sebastian River Area Chamber of Commerce

FAÇADE SIGNAGE AND LANDSCAPING GRANT

Purpose:

The Sebastian CRA Façade, Signage and Landscaping Improvement Grant Program (FSL Grant Program) is a program designed to encourage visible, exterior improvements to any existing building (residential or commercial) and to encourage private investment within the Sebastian Community Redevelopment Area. The program provides up to \$ 15,000 of public funds per building to match private funds to pay for the design and completion of façade improvements with the Sebastian CRA. Funds are appropriated annually in the CRA budget, and funding is available on a first come first serve basis. The program is subject to the availability of budgeted funds in the CRA budget.

The purpose of the FSL Grant Program is to provide grant funding to encourage improvements to any existing building (residential or commercial) and to encourage private investment to improve the appearance and functionality of buildings in the Sebastian Community Redevelopment Area (map attached). The program is funded annually in the CRA budget, and program funding is available on a first-come first-serve basis, and the funding of any application is contingent upon available program funding. Façade, signage and landscaping (FSL) grants must support the goals of the Overlay District for the CRA area. Applicants are also encouraged to consider the design guidelines specified in the overlay district to achieve the “Old Florida Fishing Village” theme.

Applicants are reminded that grant awards made are discretionary in nature and should not be considered an entitlement by the applicant. All grant criteria contained herein are guidelines for awards and successful applicants may receive any amount up to the maximum award. Should an application meet all grant criteria, a grant may or may not be awarded at the Committee’s discretion due to funding limitations, competing applications, and/or competing priorities.

Eligibility Requirements:

The FSL program is available to businesses and/or building owners that are located within the CRA district of the City of Sebastian. Businesses must be properly licensed through the City’s Occupational Licensing Division and applicants must be a permitted/conforming use within the CRA district.

Applications will not be accepted from property owners (and tenants of property owners) who are delinquent on their property taxes. Applicants must not have any outstanding code violations or code liens. Additionally, applicants must be current with their occupational licensing requirements.

Eligible Improvements:

The FSL Grant Program shall provide matching funds for the exterior (street side) improvements that are consistent with and further the implementation of the Land Development Code, CRA Redevelopment Plan and City Comprehensive Plan. Funds may be used for the following types of improvements:

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- Replacement of windows and doors;
- Exterior painting or siding as part of an overall facade renovation program. For example, painting is an eligible expense when done in conjunction with changes in a flat roof to a pitched roof, dormers, gables. Painting otherwise is not an eligible expense.
- Exterior signage to remove non-conforming signs and replace with monument style signs;
- Landscaping (as part of an overall improvement program);
- Exterior architectural amenities (e.g., addition or improvement of balconies, porches, or arcades);
- Awnings and shutters;
- Other exterior (street-side) façade improvements (considered by the CRA on a case-by-case basis);
- Architectural, engineering or landscape architectural services to design improvements to be funded through this program (maximum of 10% of total improvements);

**NOTE: All architectural designs, materials and colors must be consistent with the historic and architectural heritage of the Sebastian Community Redevelopment Area.*

Non-eligible Improvements:

This FSL Grant Program is not applicable in any instance where an applicant proposes to convert residentially used space to a non-residential use or where an applicant proposes to reduce the number of units on the property. If residential units exist on the property, the number of residential units shall be retained not less than ten years. In these instances, a lien shall exist against the property for the value of the grant, and the property owner shall be responsible for repayment of the entire grant if any residential units cease to exist during the ten-year period.

Additionally, the FSL grant cannot be used to fund interior renovations or roof repair.

Available Funding and Matching Requirement:

A maximum of \$30,000 amount will be allocated from the City's CRA funds for this program. It is anticipated that 2-3 projects per year will receive funding.

For signage and landscaping improvements, up to **\$7,500** shall be available for an individual property on a **one-to-one** basis (e.g., a grant for \$ 500 shall require a **\$500** match from the property owner).

For exterior façade improvements (including signage and landscaping) up to \$15,000 shall be available for an individual property on a **one-to-one** basis (e.g., a grant for \$15,000 shall require a \$15,000 match from the property owner).

Application Process and Deadline:

Applications will be accepted on a first come, first served basis. Current deadline is :June 1, 2008.

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(1) The applicant receives a FSL Grant Program Application form from City Hall, the City's website or the office of the Sebastian River Area Chamber of Commerce, 700 Main St., Sebastian, Florida, and participates in a pre-application meeting with Chamber staff and a representative from the City of Sebastian Growth Management Department. The application is also available on the City's website.

(2) The applicant completes the application (pgs. 6, 7 & 8) and submits it to the City for review of completeness in forms and consistency with the CRA Redevelopment Plan, the Land Development Code, and any other applicable plans. The application package includes the following:

- a. completed application
- b. proof of ownership of the property
- c. proof of paid property taxes (current and prior years)
- d. copy of occupational license(s) (current)
- c. copies of three (3) cost estimates for the work to be completed
- d. photos of areas to be improved
- e. \$25 application fee made payable to the City of Sebastian

The applicant is responsible for all building and other permits and fees which are associated with the proposed project.

- Applicants are advised to submit a complete application and all supporting materials per the instructions in this packet; the committee will not review incomplete applications.

(3) The review committee reviews the application according to the program selection criteria and forwards a recommendation to the CRA to approve, approve with modifications, or deny the application and funding amount. The Committee will be comprised of Growth Management Staff, the City Manager and a representative from the Sebastian River Area Chamber of Commerce based upon a competitive review of all applications submitted for the cycle, utilizing the program selection criteria.

(4) The CRA (City Council) considers the recommendations of the Staff Committee, and either approves the grant or denies it. If denied, the applicant may reapply in the next funding cycle.

(5) The applicant and the CRA shall enter into a contract to specify the obligation of the applicant for grant reimbursement. The contract may be recorded in the public records of the City of Sebastian, Florida. Prior lien holders may be required to subrogate their lien interests as a condition of the grant.

- Please note that **applications must be reviewed and approved BEFORE façade, sign or landscaping construction work begins.** Grants ***will not*** be awarded to façade improvement projects that are under construction or completed.

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(6) For approved applications, after any site or remodeling plans have been reviewed and approved by City staff, the applicant submits any applicable permit applications to the City for approval, and upon issuance of a permit, completes the improvements according to City rules and regulations.

The City of Sebastian is required to file informational returns (Form 1099-G) for individuals and entities receiving grants from the City. *This information is confidential and will only be used for informational return reporting purposes.* Grant recipients must sign and return a Substitute W9 form to the City before funds can be distributed.

(7) Upon completion of the improvements, final inspection and approval by the City, and issuance of a certificate of occupancy (if applicable), the applicant submits a “reimbursement package” to the City which includes the following:

- a. completed reimbursement form (provided by the City)
- b. copies of applicable invoices or receipts;
- c. proof of payment for improvements (which must be at least as much as the amount indicated in the application); and
- d. photos of improvements (before and after).

Applicants will receive grant funding after the project is completed and all associated costs have been paid. Upon completion of approved work, in order to receive grant payment, the applicant must submit documentation of work completed and proof of payment to the City of Sebastian. It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the façade improvement project. Release of funds is subject to submission of this documentation to the City of Sebastian by the award recipient. The façade improvement project must be completed essentially as presented to the Committee in order to receive payment.

- Acceptable documentation is defined as PAID invoices/statements and/or schedule of values from vendors clearly detailing the work done for the façade project accompanied by copies of the cancelled check showing payment accompanied by a vendor invoice.

(8) If the project is not completed, is not approved in its final inspection, or does not receive its certificate of occupancy (if applicable) within one year of award, the grant award shall expire.

- Funded projects should be completed within 12 months from the date the grant was awarded. Additionally, Staff will require an intermediate status report after six months.

(9) If the funding is not allocated in the first round, project applications will be taken until current Fiscal Year funding is gone.

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If You Have More Than One Project:

Façade grant applications will not be considered if the single building under the same ownership has received maximum façade grant funds within two previous fiscal years.

Façade Improvement Grant Criteria:

Applications will not be accepted or reviewed from property owners (and tenants of property owners) who are delinquent on their property taxes. Applicants must not have any outstanding code violations or code liens. Additionally, applicants must be current with their local business tax requirements (formerly occupational licensing).

The following selection criteria will review and rate applications for the FSL Improvement Grant Program. Criteria are derived from the goals and objective of the City's adopted Redevelopment Plan as well as the City's adopted Comprehensive Plan. Criteria are weighted with a maximum score of 100 points.

(1) **Quality of Site Design and Materials** (Up to 25 points): Degree to which the proposed project promotes the unique character of Sebastian and promotes harmony with neighboring structures through the implementation of the Land Development Regulations and the use of urban design principles, site design, architecture, materials, color, landscaping, and other visual physical amenities.

(2) **Streetscape Aesthetics and Functionality** (Up to 25 points): Degree to which the proposed project enhances the streetscape of Sebastian, including the addition or enhancement of display windows, awnings, landscaping, handicapped accessibility and architectural amenities such as arcades, balconies and porches.

(3) **Historic Preservation and Materials** (Up to 15 points): Degree to which the proposed project promotes the historic character of Sebastian through historic preservation, adaptive re-use of historic structures, site design, architecture, materials, landscaping, and other visual and physical amenities.

(4) **Increased Safety** (Up to 10 points): Degree to which the proposed project will promote safety by easily identifying the business for customers and emergency services.

(5) **Removal of Slum and Blight and Positive Impact to Neighborhood** (Up to 25 points): Degree to which the proposed project upgrades or eliminates substandard structures or eliminates non-conforming uses.

Disclaimer:

Neither the City of Sebastian, nor the Sebastian River Area Chamber of Commerce., nor its affiliates shall be responsible for the planning, design, or construction of improvements to property that is owned by the applicant. No warranties or guarantees are expressed or implied by the description of, application for or participation in the Façade Improvement Grant Program. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

**FAÇADE IMPROVEMENT GRANT PROGRAM
APPLICATION 2007-08**

(For Office Use Only)

1. Project Location

Address of Property to be improved: _____

Assessor Parcel Number(s): _____

Name of Business(es) in Project: _____

Building Frontage Measurement of Project: _____

2. Applicant Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you Own, Rent or Lease the subject property? _____

*If you are not the owner, the owner will need to co-sign this application.

3. Businesses or Services Offered on Site: _____

4. Description of Proposed Improvements: _____

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5. Please identify ways in which this project supports the Overlay District Concepts (_____

6. Submittals

Applications ***must*** include the following materials, if applicable, for consideration by the City:

- Current Photo(s) of project site
- Assessor parcel number and proof of paid property taxes
- Applicant Information
- Listing of businesses or services offered on site
- Description of proposed improvements
- Identification of project's support of the Overlay District
- Current Occupational License
- Rendering or sketch of proposed improvements
- Architectural plans - elevation drawing, dimensions, measurements, etc
- Color and material samples
- Sign/Awning design drawings and/or plans
- Documentation of cost estimates -- copies of vendor bids, estimates, etc
- Signature of Property Owner and Applicant

Applications lacking sufficient materials to describe the project will NOT be reviewed.

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7. Estimated Costs and Timing

Please provide copies of three vendor bids/estimates or other documentation of cost estimates for all proposed façade work.

- a. Window or Door Replacement \$ _____
- b. Exterior paint or siding \$ _____
- c. Signage \$ _____
- d. Exterior Lighting \$ _____
- e. Façade/Exterior Architectural Improv. \$ _____
- f. Architectural/Design Fees \$ _____
- g. Landscape/Hardscape Improvements \$ _____
- h. Awnings or Shutters \$ _____
- i. Building Permit/Planning Fees \$ _____
- j. Other Proposed Improvements (specify) \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL ESTIMATED COST \$ _____

Estimated Days/Months for Completion _____

8. Signatures

Signed: _____

Signed: _____

Property Owner(s) Signature(s)

Applicant(s) Signature(s)

This Section for City Use

Amount Received: _____

Date Reviewed: _____

Recommendation to CRA: _____

Action by CRA: _____

MAP OF CRA BOUNDARY

