



Façade Sign and Landscaping Grant Information & Application

Sebastian Community Redevelopment Agency

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 improvements with the Sebastian CRA. Funds are appropriated annually in the CRA budget, and funding is available on a first come first serve basis. However, the program may be subject to the availability of funds.

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 CRA Board’s discretion due to funding limitations, competing applications, and/or competing priorities.

SECTION 1: 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 liens or code violations that cannot be remedied with the grant assistance.

SECTION 2: 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 illustrative improvements:

- Replacement of windows and doors;
- Exterior painting or siding as part of an overall facade renovation program. For example, painting is an eligible expenses when done in conjunction with changes in a flat roof to a pitched roof, dormers, gables. Painting otherwise is not an eligible expense.

FAÇADE SIGNAGE AND LANDSCAPING GRANT

- Exterior signage to remove non-conforming signs (including pole 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.*

SECTION 3: NON-ELIGIBLE IMPROVEMENTS

The FSL grant cannot be used to fund interior renovations or roof repair, other maintenance items and cannot be used to renovate a non-conforming sign unless the sign is being brought into conformity.

Any improvements constructed or installed prior to City Council approval are not eligible.

SECTION 4: AVAILABLE FUNDING AND MATCHING REQUIREMENT

The City has funded \$30,000 from the City's CRA funds for this program. It is anticipated that 2-3 projects per year will receive funding, however, if additional funding is available, additional funding cycles may be considered.

For signage and landscaping improvements, up to **\$7,500** shall be available for an individual property. The City will reimburse up to 80% of the costs, up to the dollar amount approved by the CRA Board.

For exterior façade improvements (including signage and landscaping) up to **\$15,000** shall be available for an individual property. The City will reimburse up to 80% of the costs, up to the dollar amount approved by the CRA Board.

SECTION 5: APPLICATION PROCESS AND DEADLINE

Applications will be accepted on a first come, first served basis.

As long as the FSL Grant Program is funded, the annual grant cycle will commence on October 1st of each year. All applications for funding shall be due on November 15th, or the next immediate workday if November 15th is a holiday or weekend.

FAÇADE SIGNAGE AND LANDSCAPING GRANT

Application deadlines may change if funding levels permit additional grant cycles. In that case, the City will announce modifications to the above stated schedule.

The following chronology outlines the application process:

- (1) The applicant receives a FSL Grant Program Application. Application forms are available at City Hall, the City's website (www.cityofsebastian.org) or the office of the Sebastian River Area Chamber of Commerce, 700 Main St., Sebastian, Florida. City Staff is available to meet for an optional pre-application meeting to answer any questions.
- (2) The applicant completes the application (pgs. 6, 7 & 8) and submits it to the City for review 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; and,
 - d. photos of areas to be improved.

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. Incomplete applications will not be reviewed.

- (3) The FSL Committee reviews the application according to the program selection criteria and scores the grant application based upon FSL grant criteria established herein. The FSL Committee shall forward a recommendation to the CRA Board for final grant consideration. The CRA Board shall approve, approve with modifications, or deny the funding application.

The FSL Committee will be appointed by the CRA Board. The FSL Committee shall consist of three (3) persons operating business in the CRA and two (2) citizens at large.

- (4) The CRA Board shall have sole authority to award grants. If a grant application is denied, the applicant may reapply in the next funding cycle.

- 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 prior to grant application.

FAÇADE SIGNAGE AND LANDSCAPING GRANT

- (5) For approved grant projects, prior to construction of improvements, the applicant must submit and receive applicable building and other regulatory permits.

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 W9 form to the City before funds can be distributed.

- (6) 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. It is the responsibility of the award recipient to maintain proper documentation of funds expended in the course of completing the improvement project. Release of funds is subject to submission of this documentation. All improvements must be completed essentially as presented to the FSL Committee and CRA Board 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, accompanied by copies of the cancelled check(s) showing payment accompanied by a vendor invoice.

- (7) 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. The applicant may request a 6 month extension. Extensions shall only be granted by the CRA Board.

SECTION 6: RECURRING FSL GRANT APPLICATIONS

FSL grant applications will not be considered if the single building/property under the same ownership has received maximum grant funds within three previous fiscal years. Additionally, points will be awarded to first time applicants and/or applicants that have not previously received a grant in the past three years.

FAÇADE SIGNAGE AND LANDSCAPING GRANT

SECTION 7: FSL GRANT IMPROVEMENT RANKING CRITERIA

The following selection criteria will be used to review and rate applications for the FSL Improvement Grant Program. Criteria are derived from the goals and objectives 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) **Streetscape Aesthetics and Functionality and Quality of Design** (Up to 30 points): Degree to which the proposed project enhances the streetscape of Sebastian CRA district, including the addition or enhancement of display windows, awnings, landscaping, handicapped accessibility and architectural amenities such as arcades, balconies and porches. Points are awarded for achieving the goals of the Riverfront Overlay District and for remedying non-conformities.

(2) **Conformity to City Regulations and Overlay District Goals** (Up to 25 points): Degree to which the proposed project promotes the unique character of Sebastian and promotes the historic fishing village overlay goals 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.

(3) **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, code violations and/or eliminates non-conforming uses, as well as achieving the goals of the CRA district.

(4) **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.

(5) **Previous Grant Assistance** (Up to 5 points): Applicants who have not been awarded the grant in the previous three years are eligible for five (5) points.

Disclaimer:

The City of Sebastian, 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, Signage and Landscaping 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

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: _____

FAÇADE SIGNAGE AND LANDSCAPING GRANT

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.

FAÇADE SIGNAGE AND LANDSCAPING GRANT

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

