



Community Redevelopment Agency

Façade Sign and Landscaping Grant
Information & Application

2018

FAÇADE SIGNAGE AND LANDSCAPING GRANT

PURPOSE

The Sebastian Community Redevelopment Area (CRA) Façade, Sign and Landscaping Grant Program (FSL Grant) is designed to encourage visible, exterior improvements to commercial property that meet the intent and mission of the CRA. In order to encourage private investment within the CRA, the grant program provides up to \$15,000 of CRA funds per property as a 50:50 match to private funds. Higher consideration will be awarded to first time applicants and/or applicants that have not previously received a grant in the past two years.

SECTION 1: ELIGIBILITY REQUIREMENTS

The FSL Grant is available to commercial properties that are located within the CRA district of the City of Sebastian. Eligible project applicants are businesses located in the CRA district that are:

- 1) Licensed through the City's Local Business Tax department;
- 2) Performing permitted/conforming uses;
- 3) Current with all property taxes; and
- 4) Must not possess outstanding code liens or code violations. Grant monies cannot be used to pay or remove code liens from a property or bring to code compliance following a notice of violation.

SECTION 2: ELIGIBLE IMPROVEMENTS

The FSL Grant shall provide matching funds for all exterior improvements visible from the street that are consistent with and further the implementation of the Land Development Code, CRA Redevelopment Master Plan and City Comprehensive Plan. Funds may be used for the following illustrative improvements:

- 1) Demolition required facilitating approved façade improvements.
- 2) Replacement of windows and doors;
- 3) Exterior painting, stucco or siding as part of an overall facade renovation program. .
- 4) Signage as part of an overall improvement program for an existing improved property, including removal of existing non-conforming and blighted signs;
- 5) Landscaping improvements including pavers or hardscaping.
- 6) Exterior architectural amenities (e.g., addition or improvement of balconies, porches, dormers, gables or arcades);
- 7) Awnings and shutters;
- 8) New enclosure, or modification to an existing enclosure, for commercial recycling dumpsters on an existing improved property;
- 9) Improvements that enhance access or safety including handicap ramps, sidewalks, railings, fences, and pavers;
- 10) Architectural, engineering or landscape architectural services to design improvements to be funded through this program (maximum of 10% of total improvements).

****Façade, signage and landscaping (FSL) grants must support the goals of the Overlay District for the CRA area. Applicants are required to use the design guidelines specified in the overlay district regulations as found in Article XXI of the City's Land Development Code.***

SECTION 3: NON-ELIGIBLE IMPROVEMENTS

The FSL Grant cannot be used to fund:

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- 1) Interior renovations;
- 2) Roof replacement or repair;
- 3) Improvements not visible from the street/road;
- 4) Underground work such as irrigation lines or utilities;
- 5) New construction;
- 6) Residential property;
- 7) Licensing and Permitting.
- 8) A building of property under the same ownership that has received the maximum grant funds (\$15,000) within two previous fiscal years, or has received a previous grant for the same proposed improvement will not be eligible.
- 9) The funds cannot be used to correct a current code violation.

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

SECTION 4: AVAILABLE FUNDING AND MATCHING REQUIREMENT

The City shall fund this program from the City's CRA funds. 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. As long as the FSL Grant is funded, the annual grant cycle will commence on October 1st of each year. .

- A. For the purposes of grant consideration, "property" shall be defined as a location of one or more businesses as tenants on a parcel of land.
- B. For commercial recycling dumpster improvements, up to **\$1,500** shall be available for an individual property. The City will reimburse up to 50% of the costs, up to the dollar amount approved by the CRA Board.
- C. For landscaping improvements, up to **\$5,000** shall be available for an individual property. The City will reimburse up to 50% of the costs, up to the dollar amount approved by the CRA Board.
- D. For signage improvements, up to **\$7,500** shall be available for an individual business. The City will reimburse up to 50% of the costs, up to the dollar amount approved by the CRA Board.
- E. For exterior façade improvements, up to **\$10,000** shall be available for an individual property. The City will reimburse up to 50% of the costs, up to the dollar amount approved by the CRA Board.
- F. For exterior façade improvements including signage and/or landscaping, up to **\$15,000** shall be available for an individual property. The City will reimburse up to 50% 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. The following chronology outlines the application process:

- 1) The applicant receives a FSL Grant 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.

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- 2) The applicant completes the application (pgs. 5, 6, & 7) 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 Local Business Tax Receipt(s) (current);
 - e. copies of two (2) cost estimates for the work to be completed; and,
 - f. photos of areas to be improved and/or the proposed improvements.

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) Staff will review the grant application based upon FSL Grant criteria established herein, and forward a recommendation to the CRA Board for final grant consideration. The CRA Board shall approve, approve with modifications, or deny the funding application.
- 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. 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.

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

- 5) For approved grant projects, prior to construction of improvements, the applicant must submit and receive applicable building and other regulatory permits.
- 6) Upon completion of the improvements, final inspection and approval by the City, and issuance of a certificate of completion (if applicable), the applicant submits a "reimbursement package" to the City which includes the following:
 - a. completed reimbursement form (provided by the City);
 - b. proof of payment for improvements from copies of applicable paid invoices or receipts;
 - d. photos of improvements (before and after);
 - e. W9 form for the purpose of obtaining a vendor number for funds to be distributed.

Applicants will receive grant funding after the project is completed and all associated costs have been paid. 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.

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- 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) or paid receipts 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 completion (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: FSL GRANT RANKING CRITERIA

The following selection criteria may be used to review and rate applications for the FSL Grant. Criteria are derived from the goals and objectives of the City's adopted Redevelopment Plan as well as the City's adopted Comprehensive Plan.

- A. **Streetscape Aesthetics and Functionality and Quality of Design** 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. Higher consideration will be awarded for achieving the goals of the Riverfront Overlay District and for remedying non-conformities.
- B. **Conformity to City Regulations and Overlay District Goals** Degree to which the proposed project promotes the unique character of Sebastian and promotes the 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.
- C. **Removal of Slum and Blight and Positive Impact to Neighborhood** 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.
- D. **Historic Preservation and Materials** 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.

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 Grant. The applicant is advised to consult with licensed architects, engineers, or building contractors before proceeding with final plans or construction.

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1. Project Location

Address of Property to be improved: _____

Assessor Parcel Number(s): _____

Name of Business (es) in Project: _____

Building Street 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: _____

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

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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 two (2) 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

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