

**Town of Lake Park**  
**Community Redevelopment Agency**

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**FAÇADE AND EXTERIOR  
IMPROVEMENT PROGRAM**

## FAÇADE AND EXTERIOR IMPROVEMENT GRANT PROGRAM

### About the Program

The Façade and Exterior Improvement Grant Program is a targeted incentive to businesses and property owners located in the Lake Park CRA for improvements to the exterior of commercial properties and buildings. Eligible activities include painting, repair and other architectural elements attached to the building exterior, such as awnings, exterior door and window replacement, landscaping, parking lot improvements, lighting and decorative pavement.

### Funding Areas:

- **Park Avenue:** The CRA will provide a grant for 80% of a project cost up to a maximum CRA grant of \$50,000 for projects located on Park Avenue from 7<sup>th</sup> Street to 10<sup>th</sup> Street.
- **10<sup>th</sup> Street:** The CRA will provide a grant of 80% of a project cost up to a maximum CRA grant of \$50,000 for projects located on 10<sup>th</sup> Street from Northlake Blvd. to Silver Beach Road within the CRA Boundaries.
- **Industrial Areas and Remainder of CRA:** The CRA will provide a grant of 80% of a project cost up to a maximum CRA grant of \$20,000 for projects located within the Industrial areas of the CRA.

#### Example

|                                |                 |
|--------------------------------|-----------------|
| <b>Project Cost:</b>           | <b>\$62,500</b> |
| <b>CRA Grant:</b>              | <b>\$50,000</b> |
| <b>Owner's Responsibility:</b> | <b>\$12,500</b> |

### Eligibility Requirements

- Eligible improvements include aesthetic improvements to the building structure, such as exterior painting, installation of awnings, new windows and/or doors, signage, landscaping or parking lot improvement. In addition, removal of chain link fencing and replacement with decorative fencing and landscaping will be considered an eligible improvement.
  - **Reimbursement percentage for exterior door and window replacements is 50% of their cost.**
- Adjoining parking lots, landscaping and roofs are ineligible as stand-alone projects however they may be included as a component of the eligible improvements as described above and will only be considered in conjunction with the overall physical facade improvements to the structure.
- Due to limited funding, CRA Staff will evaluate submissions and select those that beautify the neighborhood, will be a catalyst for other businesses and complement area improvements. Since this program is intended as an incentive to go beyond standard code requirements, CRA Staff may request applicants to revise applicable improvements to further enhance the overall property and area where the improvements are located.

- Applications (or multiple applications submitted in tandem) that improve one full City block or represent large scale redevelopment or multiple addresses for one of the targeted uses may be eligible for additional funding at the discretion of the CRA Board of Commissioners.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Lake Park CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- Non-profit owned and residentially zoned properties are NOT eligible.
- If tenant is applying, applicant must have an executed multi-year lease (two-year minimum).
- All work must be done in compliance with applicable Town of Lake Park Building Codes and Land Development Regulations. All contractors must be licensed in Palm Beach County.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
- Properties that are sold within twenty-four months of receiving grant funding must repay the full amount if it's the property owner applying for the grant.
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required. Approval from the CRA Board could take up to 90 days from CRA Staff approval; however, all efforts will be made to expedite approvals of applications that are complete.

**FAÇADE AND EXTERIOR IMPROVEMENT GRANT PROGRAM APPLICATION**

Date of Application \_\_\_\_\_

Address of project requesting incentive: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Does the applicant own property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "No", when will property be in control (own or long-term lease) of applicant?

\_\_\_\_\_

Indicate the owning entity of the property (i.e. name on property title)

\_\_\_\_\_

Description of the Business (use) that will occupy this property:

\_\_\_\_\_

Project Description (proposed improvements per this application):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project cost per this application \_\_\_\_\_

Total Funding Request \_\_\_\_\_

7. Has the Applicant completed or plans to complete any other improvements to the property outside of the Scope of this application (i.e., interior)? If so what and when?

Estimated Cost: \_\_\_\_\_

8. Attach and Sign Eligibility and Application Requirements Form.

**Authorized Representative**

\_\_\_\_\_  
**Business Owner Signature**

\_\_\_\_\_  
**Property Owner Signature  
(If different)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Print Name**

**The Façade and Exterior Improvement Grant Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Community Redevelopment Master Plan.**

**EXHIBIT A**  
**Community Redevelopment Agency (CRA)**  
**Eligibility and Application Requirements Form**

***\*\*Please read and initial beside each application requirement once complete.***

**Step 1: Application Process/Requirements**

\_\_\_\_\_ Meet with CRA Staff to determine if the property/business is eligible for a CRA grant.

\_\_\_\_\_ Complete application and review checklist to ensure all requirements have been met. Incomplete applications will not be accepted. *Please contact CRA Staff with any questions on the application.*

\_\_\_\_\_ Meet with the Community Development Department to determine that the initial review of the project will be in compliance with the Town of Lake Park codes subject to final review during the building permit process.

\_\_\_\_\_  
*Signature of Planning Staff person*

\_\_\_\_\_  
*Meeting Date*

\_\_\_\_\_ Provide a photograph of the property showing the area(s) for improvement.

\_\_\_\_\_ Conceptual design drawing(s) and/or site plan of the proposed improvements. Visual improvements must be shown. If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Lake Park. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.

\_\_\_\_\_ Two (2) bids from licensed contractors. Bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.

\_\_\_\_\_ If this is a tenant improvement, a copy of the lease agreement must be provided.

\_\_\_\_\_ If applicable, include a list of jobs to be created and filled, including job descriptions, pay range and a weekly schedule. For current businesses, provide a list of all current positions.

\_\_\_\_\_ If applicable, a copy of a valid Business Tax License with the Town of Lake Park.

\_\_\_\_\_ Submit the Eligibility and Application Requirements Form initialed and signed by applicant.

**If additional information is required to finalize the application, additional time will be required for approval.**

## Step 2: Execution of Grant Agreements and Setting up a Financial Account

\_\_\_\_\_ Following CRA Board approval, CRA Staff will provide the applicant with the following, but not limited to, legal documents for signature. Some documents may be recorded in the public record. Examples of agreements could include:

- Grant Agreements
- Promissory Note
- Mortgage and Security
- Guaranty
- Restrictive Covenant

\_\_\_\_\_ A Federal W-9 form and Taxpayer Identification form must be provided for financial documentation and reimbursement purposes.

\_\_\_\_\_ The CRA will require 3 original copies of the Grant Agreement be fully executed. One (1) shall be retained by the applicant.

\_\_\_\_\_ Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued which will allow for reimbursement.

## Step 3: Grant Reimbursement Procedures

\_\_\_\_\_ All grant funded improvements must commence prior to 180 days after CRA Board approval and must be substantially complete within 60 days of the grant expiration. Any request for modification of the Grant Agreement must be submitted not less than 60 days prior to the grant expiration in order to be considered by CRA Staff.

\_\_\_\_\_ Grant payments are on a reimbursable basis at the completion of the project. All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in the Grant Agreement.

\_\_\_\_\_ Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in an invoice to the CRA and contain the following information:

- Name as provided in the Grant Agreement
- Address
- Reimbursement amount
- Purchase Order Number
- Certificate of Occupancy and documentation establishing payment by the applicant of the total cost of all the improvements
  - Receipts, invoices, cancelled checks and any other documents the CRA may require as proof of payment.
- Digital photos of the completed project

\_\_\_\_\_ The CRA will review the grant reimbursement requires within then (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within forty-five (45) days of the payment requires to the Finance Department.

**Acknowledgments (Please initial indicating your understanding):**

\_\_\_\_\_ Property to be improved is free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in Lake Park CRA Master Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

\_\_\_\_\_ Completed application(s) shall be initially reviewed by CRA Staff within ten (10) business days. If additional information is required to finalize the application, additional time will be required for approval process.

\_\_\_\_\_ The application must be signed by the property owner authorizing the proposed improvements.

\_\_\_\_\_ Properties that are sold within twenty-four months of receiving grant funding must repay the full amount if it's the property owner applying for the grant.

\_\_\_\_\_ I fully understand the Grant Reimbursement Requirements and Procedures as described within this document.

**I have read and completely understand the program, including the Eligibility and Application requirements and Grant Reimbursement requirements and procedures.**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Applicant Name**

**I authorize the improvements as stated in this application:**

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Owner Name**