

Town of Lake Park
Community Redevelopment Agency



Paint Plant and Pave
Residential Incentive

PAINT PLANT AND PAVE RESIDENTIAL INCENTIVE PROGRAM

About the Program

The objective of the Paint Plant and Pave program is to immediately enhance the aesthetics of Single-Family and select Multi-Family properties within the Lake Park CRA. The proposed improvements should include visual aesthetic improvements and may include pressure cleaning, painting, minor facade repairs, landscaping, awnings, lighting, sidewalks, driveways and/or parking lot sealing, irrigation systems and fence repair or removal. **All improvements to the property shall be visible from the public right-of-way.**

Funding

The CRA will assist with 100% of all eligible costs up to \$10,000 per property for exterior improvements and must contain a visual aesthetic upgrade to the property.

Eligibility Requirements

Complete applications will be approved on a first-come, first-serve, priority basis and must meet the following minimum criteria:

- The property must be free of Town liens.
- The property must be in compliance with all Town regulatory requirements, including but not limited to code enforcement and rental housing licensing. (This requirement may be requested to be waived by the CRA Board if the improvements will help to remedy minor outstanding code violations. No guarantees of approval are implied by this provision).
- Priority will be given to single-family, owner occupied homes.
- Multi-family properties with 2 or more dwelling units are eligible.
- A security system may be installed as part of the proposed improvements.

The Owner shall maintain the improvements to the property. Should the Owner fail to maintain the improvements, Owner will be required to repay the CRA/City for the cost of improvements, including labor.

Properties listed for sale may not apply. Properties sold within eighteen (18) months of receiving façade funding must repay the full amount. Work on the project must begin within thirty (30) days following CRA approval process.

The Paint, Plant and Pave 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 Lake Park Master Plan.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision may be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the 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.

PAINT, PLANT & PAVE PROGRAM APPLICATION

Date of Application: _____

Address of project requesting incentive: _____

Name of Applicant: _____

Address of Applicant: _____

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)

Project Description:

Total Project Cost: _____ Total Funding Request: _____

Attach and Sign Eligibility and Application Requirements Form.

Authorized Representative(s):

Property Owner Signature

Print Name

Print Name

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 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 a Grant Agreement for signature. Some documents may be recorded in the public record.

_____ A Federal W-9 form and Taxpayer Identification form (if applicable) 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 (if applicable)
- 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