

CHAIRMAN
MARGO DEAL ANDERSON

CITY MANAGER
VICKIE GAINER

CRA ATTORNEY
ADAM ALBRITTON



BOARD MEMBERS
BRANDON ALDRIDGE
JUDY TINDER
DAN RUSSELL
PAT PERNO

LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY STOREFRONT ASSISTANCE PROGRAM APPLICATION

The purpose of the Storefront Assistance Program is to assist property owners **enhance the street-visible appearance of their property**. Many commercial properties were designed and built in styles that have become dated and outmoded and suffer from numerous repairs and coats of paint. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. To assist property owners in returning their properties to their fullest potential, the Lynn Haven CRA offers matching grants to owners to undertake exterior renovations that will enhance the appearance of their property.



DATE OF SUBMITTAL

The CRA offers grants to commercial property owners within the defined Lynn Haven CRA Area up to the following amounts subject to CRA Board approval:

- Properties with over 60 feet of frontage: a maximum of \$ 2,500 for architectural services; and a maximum of \$25,000 for construction.
- Properties with 60 feet of frontage or less: a maximum of \$ 1,500 for architectural services; and a maximum of \$10,000 for construction.

Grants are for storefront improvements and cannot exceed the lesser of: (1) 50% of the total cost of each portion of the project, or (2) the maximum amount allowed for each portion of the project as stated above. Only façade improvements on a side of a building that faces a right of way are eligible. The property owner must undertake all the work and pay for all work performed prior to the grant being paid. Costs for maintaining a building do not qualify. Owners desiring to obtain preliminary approval for a grant are encouraged to submit a preliminary application with a budget and project plans to the CRA Director for consideration by the CRA Board. Upon completion of the project, the owner shall submit this application with supporting documents (before and after pictures, copy of project invoices, copy of building permit, copy of certificate of completion) to request reimbursement. Once the application is complete, the CRA Director will present the application package to CRA Board for final approval. **FINAL GRANT APPROVAL IS DISCRETIONARY AND SUBJECT TO CRA APPROVAL. PRELIMINARY APPLICATIONS ARE ENCOURAGED.** A check in the amount of the approved reimbursement will be issued to the property owner.

APPLICANT INFORMATION

Property Owner

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Street Address: _____ Parcel ID #: _____ - _____ - _____
City: Lynn Haven _____ State: FL _____ ZIP: 32444 _____

PROJECT INFORMATION:

YES **NO**

- 1. Is the property located within the Lynn Haven CRA? YES NO
- 2. Does the property have a store frontage? YES NO
- 3. Does the project comply with the City's *Unified Land Development Code* and the *2010 Florida Building Code*? YES NO
- 4. Does the project meet the Lynn Haven CRA's architectural design guidelines? YES NO
- 5. Has the property less than 60 feet of road frontage? YES NO
- 6. Has the property more than 60 feet of road frontage? YES NO
- 7. Anticipated cost of all improvements _____ \$ _____
- 8. Amount to be requested from CRA _____ \$ _____
- 9. I hereby acknowledge that the certificate of completion for this project has to be issued prior to the end of the current Fiscal Year. The City's current Fiscal Year ends _____ .

Please attach the following documents to this application*:

- 1. A site plan or survey that accurately reflects the property as it is today.
- 2. A legal description of the property (*see www.baypa.net*)
- 3. A copy of the issued construction permit for the renovation project.
- 4. A narrative describing the improvements the owner is undertaking.
- 5. A copy of the exterior construction plans
- 6. A copy of project invoices for qualified expenses.
- 7. Before and after pictures of the project.
- 8. A copy of the certificate of completion for this project.
- 9. If the property is not represented by the individual owner, a signed and notarized statement must be submitted giving an individual the rights and responsibilities of representing the owner and the property to and before agents of the Lynn Haven Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property.

* Applications without required attachments will not be considered.

Complete applications should be submitted to the Lynn Haven CRA office located at 817 Ohio Ave., Lynn Haven, FL 32444. For further information, please contact CRA Director Ben Janke at 850-265-2121 or bjanke@cityoflynnhaven.com.

I hereby submit this form and all required attachments as application to the Lynn Haven Community Redevelopment Agency to be considered for the Storefront Assistance Program. I understand the Lynn Haven Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Storefront Assistance Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, and applications to be funded.

Print Owner's Name

Owner's Signature

Date