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## CITY OF LYNN HAVEN

# APPLICATION RESIDENTIAL INCENTIVE PROGRAM

This program is designed to promote the development of unimproved lots within the City of Lynn Haven 1911 Plat (except CRA and former Fuel Depot area). This financial incentive is designed to encourage especially individual infill housing projects. The City will pay a pre-determined amount to the lot owner if he or she builds a new detached single family home on their residential lot. The amount of the incentive depends on the size of the new home. The program is on a first-come, first-served basis. The City Commission reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.

*DATE OF SUBMITTAL*

### APPLICANT INFORMATION

Property Owner

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

### SUBJECT PROPERTY INFORMATION:

Street Address: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

brief site description if part of property: \_\_\_\_\_

City: Lynn Haven State: FL ZIP: 32444

**NEW BUILDING INFORMATION:**

**YES**

**NO**

- 1. Is the property located within the Lynn Haven 1911 Plat area (except CRA or old Fuel Depot area)?
- 2. Was the property unimproved in the previous tax year?
- 3. Is the new building a detached single family building?
- 4. Does the new building comply with the City’s *Unified Land Development Code* and the *2010 Florida Building Code*?
- 5. Heated & cooled area of the new home is between 1,500 SF – 1,799 SF
- 6. Heated & cooled area of the new home is equal or greater than 1,800 SF
- 7. I hereby acknowledge that the certificate of occupancy for the new building has to be issued prior to the end of the current Fiscal Year. The City’s current Fiscal Year ends\_\_\_\_\_ .
- 8. Amount to be requested from the City \$\_\_\_\_\_

**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 new property, if applicable.
- 3. A copy of the issued building permit for the new residential structure.
- 4. 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 City of Lynn Haven 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 City of Lynn Haven City Hall located at 825 Ohio Ave., Lynn Haven, FL 32444. For further information, please contact Economic Development Director Ben Janke at 850-265-2121 or bjanke@cityoflynnhaven.com.

I hereby submit this form and all required attachments as application to the City of Lynn Haven to be considered for the Residential Incentive Program. I understand the Lynn Haven City Commission has, at its sole discretion, the right to final determination for all aspects of the Residential Incentive 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.

\_\_\_\_\_  
*Owner’s Signature*

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

# CITY OF LYNN HAVEN

## RESIDENTIAL INCENTIVE PROGRAM

**Purpose:** The *Residential Development Incentive Program* is designed to promote the development of unimproved lots within the City of Lynn Haven 1911 Plat area (except CRA and former Fuel Depot area).

**Requirements:** The following four criteria must be met prior to application submittal in order to qualify for this program:

1. The property must be located within the Lynn Haven 1911 Plat area (except CRA and former Fuel Depot area!).
2. The property must have been unimproved in the previous tax year. You cannot add on to an existing structure.
3. The project must consist of the construction of a new detached single family residential building which has to be in compliance with the City's *Unified Land Development Code* and the *2010 Florida Building Code*.
4. The new residence must have at least 1,500 SF of heated and cooled area.

### Incentive Rules:

1. The City of Lynn Haven will pay a pre-determined amount to the lot owner if he or she builds a new detached single family home on their residential lot. The amount of the incentive depends on the size of the new home:

	Heated & Cooled Area	Incentive
a.	1,500 SF – 1,799 SF	\$2,500
b.	1,800 SF and more	\$5,000
2. The program is on a first-come, first-served basis. The City Commission reserves the right, at its sole discretion, to make any final determination as to how this program will be offered and implemented.
3. The certificate of occupancy for the residential home has to be issued prior to the end of the fiscal year.

### Incentive Process:

1. A complete program application has to be submitted to the City of Lynn Haven by the owner along with a copy of the approved building permit for the project. The Economic Development Director will review the submitted documents for completion and place the incentive application on the next City Commission meeting agenda.
2. The City Commission will either approve (incl. amount to be reimbursed) or disapprove the incentive for the project.
3. Upon City Commission approval, the Economic Development Director will then send a reimbursement check to the owner once the certificate of occupancy (C/O) has been issued.

### Typical Program Timeline:

- Building Permit  
Submittal

- Pay Building  
Permit Fee

(Home under Construction)

Issue  
C/O



### Contact:

Ben Janke, ED Director  
850-265-2121, [bjanke@cityoflynnhaven.com](mailto:bjanke@cityoflynnhaven.com)

# Residential Incentive Map:

