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LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

CRA COMMERCIAL INCENTIVE PROGRAM APPLICATION

This program is designed to promote the development of unimproved and improved commercial properties within the Lynn Haven Community Redevelopment Area (CRA). Lynn Haven CRA will pay a pre-determined amount to the property and/or business owner if he or she builds a new commercial building or increases the size of an existing commercial building by at least 500 SF. The project construction cost (material and labor) must be at least \$20,000. The amount of the incentive depends on the amount spent on this project with a maximum cap of \$25,000 per property. The program is offered to for profit

enterprises on a first-come, first-served basis. Ineligible projects include properties used entirely for residential purposes, single family structures, fast food restaurants, motels, auto repair, sales and/or service stations, adult oriented enterprises, gun, pawn and drug paraphernalia stores, as well as bingo / gambling establishments. The CRA Board reserves the right, at its sole discretion, to make any final determination as to how this program will be offered and implemented.



DATE OF SUBMITTAL

APPLICANT INFORMATION

Property or Business Owner

Last Name: _____ First Name: _____

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

Phone: _____ Email: _____

COMMERCIAL PROPERTY INFORMATION:

Street Address: _____ Parcel ID #: _____

brief site description if part of property: _____

City: LYNN HAVEN State: FL ZIP: 32444

COMMERCIAL PROJECT INFORMATION:

YES

NO

- 1. Is the commercial property located within the Lynn Haven CRA? YES NO
- 2. Is the project a new construction? YES NO
- 3. Is the project a commercial building renovation? YES NO
- 4. Is the project an eligible project as outlined in the incentive details? YES NO
- 5. Does the project comply with the City’s current *Unified Land Development Code, Florida Building Code, and National Fire Protection Code?* (please provide a copy of the building permit) YES NO
- 6. I hereby acknowledge that the certificate of completion for the new building must be issued prior to the end of the current Fiscal Year. The City’s current Fiscal Year ends September 30. _____(initial)
- 7. Cost of project construction (min. \$20,000) _____\$ _____
- 8. Amount to be requested from CRA (max. 25% of #7, not to exceed \$25,000) _____\$ _____

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 commercial improvement.
- 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 Lynn Haven Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property.
- 5. Before and After pictures of the project.

* Applications without required attachments will not be considered.

Complete applications should be submitted to the Lynn Haven CRA office located at 825 Ohio Ave., Lynn Haven, FL 32444. For further information, please contact CRA Director Ben Janke at 850-248-0701 or bjanke@cityoflynnhaven.com.

I hereby submit this form and all required attachments as application to the Lynn Haven Community Redevelopment Agency (LH CRA) to be considered for the Commercial Development Incentive 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 Commercial Development 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

LYNN HAVEN CRA COMMERCIAL DEVELOPMENT INCENTIVE PROGRAM

Purpose: The *Commercial Development Incentive* is designed to promote the development of commercial real estate within the Lynn Haven Community Redevelopment Agency (CRA) area.

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

1. The project property must be located within the Lynn Haven CRA area.
2. The applicant / project owner must be a for profit enterprise.
3. The project must consist of the construction of a new commercial building or improvement of an existing commercial building.
4. Ineligible projects include properties used entirely for residential purposes, single family structures, and properties used for the following purposes: fast food restaurants, motels, auto repair, sales and/or service stations, adult oriented enterprises, gun, pawn and drug paraphernalia stores, as well as bingo / gambling establishments.
5. The improvement must be in compliance with the City's *Unified Land Development Code, Florida Building Code, and the National Fire Protection Code.*
6. The construction cost must be at least \$20,000.
7. The Incentive amount to be requested cannot be more than 25% of the project construction cost, not to exceed \$25,000.

Incentive Rules:

1. Lynn Haven CRA will pay a pre-determined amount to the property owner or business owner (whoever pays for the improvement) if he or she makes some improvement to an existing or new commercial development. The amount of the incentive depends on the construction cost:

| | | |
|---------------------|---------------------------|-----------|
| For Example: | Project Construction Cost | Incentive |
| | \$20,000 | \$5,000 |
| | \$50,000 | \$12,500 |
| | \$100,000 | \$25,000 |
| | \$500,000 | \$25,000 |

2. The program is offered on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.
3. The certificate of completion for the commercial project must be issued prior to the end of the fiscal year.

Incentive Process:

1. A complete program application must be submitted to the Lynn Haven CRA office by the owner along with a copy of the approved building permit for the project. The CRA Director will review the submitted documents for completion and place the incentive application on the next CRA Board meeting agenda.
2. The CRA Board will either approve (incl. amount to be reimbursed) or disapprove the incentive for the project.
3. Upon Board approval, the CRA Director will then request a W9 from the applicant. A reimbursement check will be sent to the owner once the certificate of completion (C/C) has been issued.

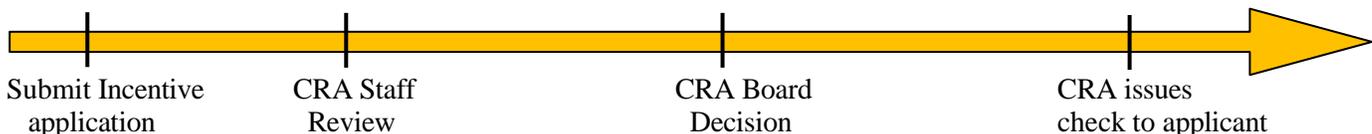
Typical Program Timeline:

- Building Permit
Submittal

- Pay Building
Permit Fee

(commercial project under construction)

Issue
C/C

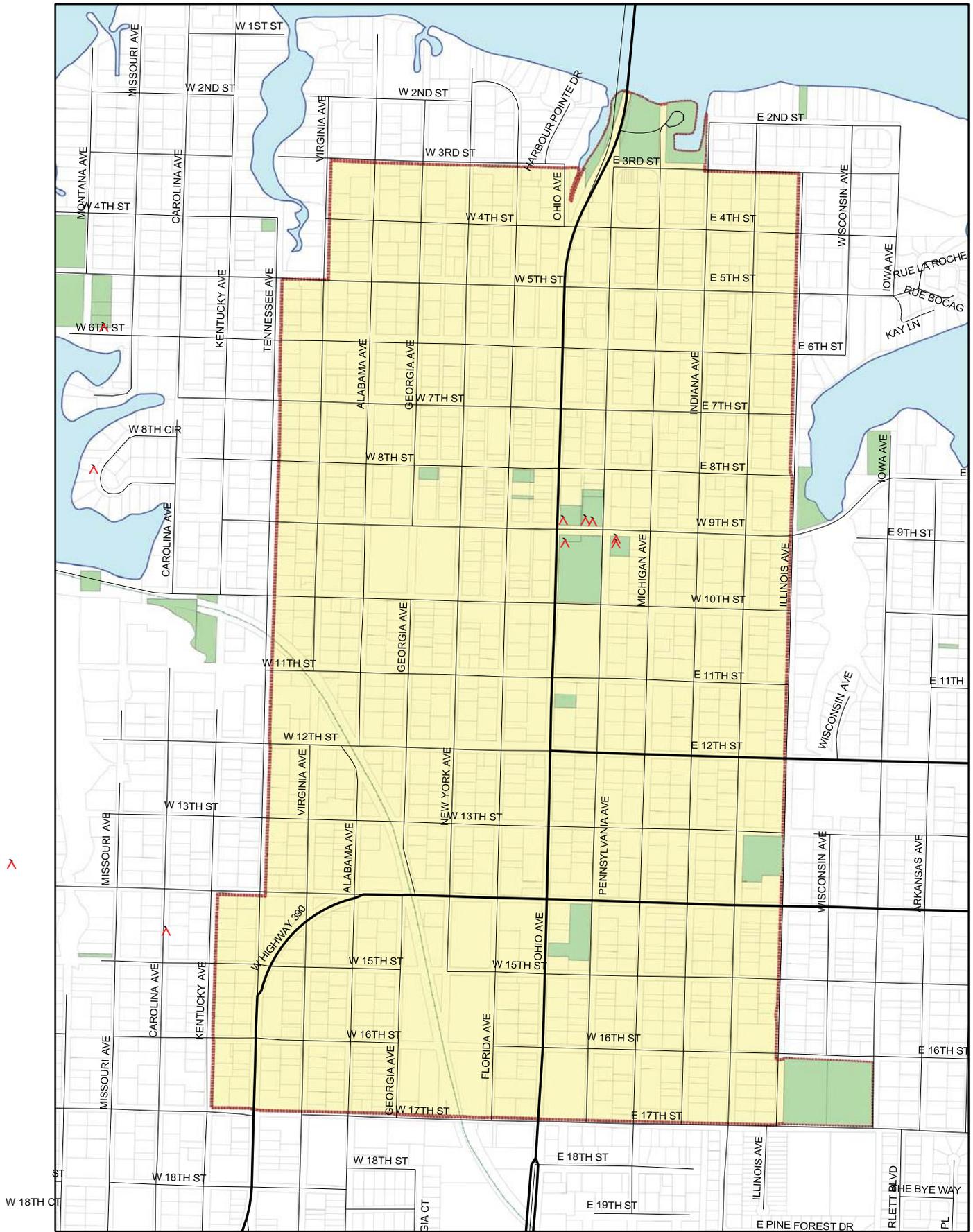


Contact:

Ben Janke, CRA Director

850-248-0701

bjanke@cityoflynnhaven.com



Legend

-  Public Buildings
-  City Property
-  highways
-  roads
-  PARCELS
-  Bay County
-  Water
-  cra



**CITY OF LYNN HAVEN,
FLORIDA
CRA AREA MAP**

MAY 15, 2009

