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## LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

# APPLICATION RESIDENTIAL INCENTIVE PROGRAM

This program is designed to promote the development of unimproved lots within the Lynn Haven Community Redevelopment Area (CRA). Lynn Haven CRA 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 CRA Board 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 CRA?  YES  NO
- 2. Was the property unimproved in the previous tax year?  YES  NO
- 3. Is the new building a detached single-family building?  YES  NO
- 4. Does the new building comply with the City’s *Unified Land Development Code* and the *2010 Florida Building Code*?  YES  NO
- 5. Heated & cooled area of the new home is between 1,500 SF – 1,799 SF  YES  NO
- 6. Heated & cooled area of the new home is equal or greater than 1,800 SF  YES  NO
- 7. Has the applicant submitted more than three applications in the current fiscal year?  YES  NO
- 8. I hereby acknowledge that the certificate of occupancy 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)
- 9. Amount to be requested from CRA \_\_\_\_\_ \$\_\_\_\_\_

**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 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](mailto: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 Residential 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 Residential 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 RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM

**Purpose:** The *Residential Development Incentive Program* is designed to promote the development of unimproved lots within the Lynn Haven Community Redevelopment Agency (CRA) 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 CRA 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:**

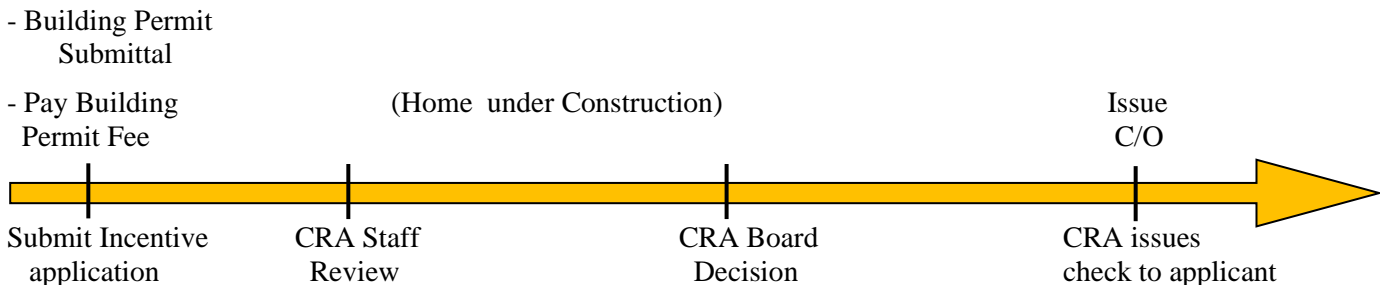
1. Lynn Haven CRA will pay a pre-determined amount to the lot owner if he or she builds a new detached single-family home on their residential lot. The amount of the incentive depends on the size of the new home:
 

	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 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 occupancy for the residential home must be issued prior to the end of the fiscal year.
4. No more than three applications per person per year are allowed.

**Incentive Process:**

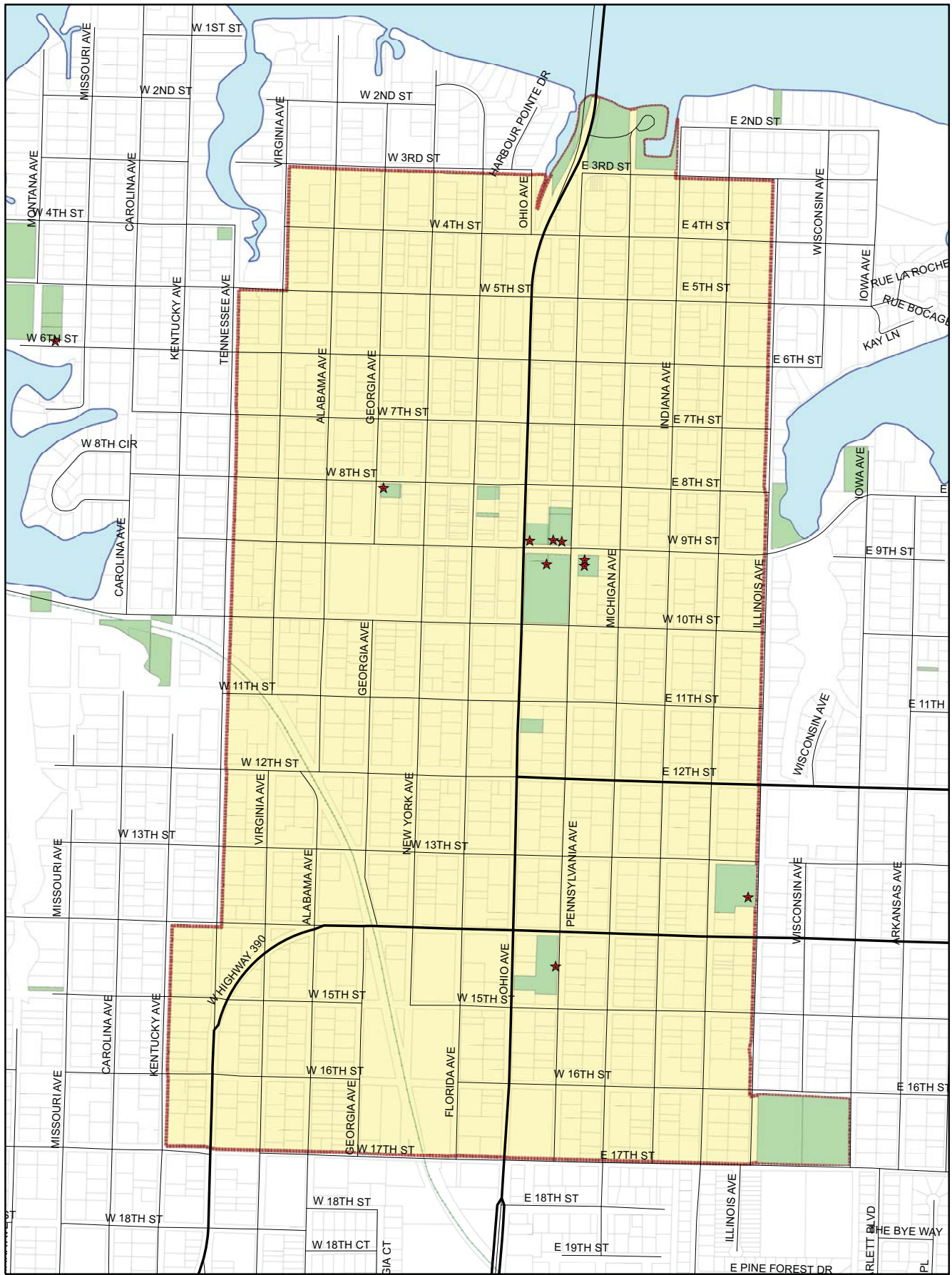
1. A complete program application must be submitted to the Lynn Haven CRA office by the owner along with a copy of the approved building permit for the project. The CRA Director will review the submitted documents for completion and place the incentive application on the next CRA Board meeting agenda.
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 then will send a reimbursement check to the owner once the certificate of occupancy (C/O) has been issued.

**Typical Program Timeline:**











**Contact:**

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

