



America's Seaplane City®

## **DOWNTOWN CRA – FAÇADE GRANT PROGRAM**

### **PROGRAM OVERVIEW**

The Façade Grant Program provides financial assistance for exterior building and property improvements within the Tavares Community Redevelopment Area (CRA). The program is a competitive, matching grant program designed to encourage building reinvestment within the CRA for commercial and residential properties. The Façade Grant Program reimburses participating private property owners for a portion of façade improvements considered eligible for reimbursement on commercial and residential property located within the Community Redevelopment Area. The program reimburses property owners up to 50% of the total cost of the façade improvements to the amount of \$10,000 whichever is less. Applicants must commit to expending (at a minimum) a cash match equal to the funds sought in the application. Participation is based on a first come, first serve basis and is limited to the program funds allocated annually by the City Council.

### **ELIGIBILITY REQUIREMENTS**

Improvements Eligible for Reimbursement must:

- Be on existing building and/or property adjacent to a building within the Community Redevelopment Area (see attached exhibit A).
- Be easily seen from a public street or be made to specifically accommodate handicap accessibility in accordance with the Americans with Disabilities Act.
- If the property is on the local register of historically significant places, be consistent with the City of Tavares Historic Property Design Guidelines.
- Be approvable for a City Building Permit, as applicable.

Improvements Not Eligible for Reimbursement include:

- Any improvements not visible from the public street such as roof work to repair leaks & cracks.
- Internal improvements even though seen through a window, plumbing, and electrical work, with the exception of those improvements made to provide handicap accessibility.
- Landscape maintenance.
- General maintenance such as cleaning.

### **APPLICATION & REIMBURSEMENT PROCESS**

- Submit the following to the Economic Development Department:
  - Completed and signed application
  - Proof of ownership or copy of lease and written approval of improvements from property owner/landlord
  - Photo of establishment including proposed improvement area(s)
  - Copy of Drawing, elevations or details of the proposed improvements.
  - Three (3) written cost estimates from a licensed contractor, if a contractor will perform the work.
- If a licensed contractor does the improvements, the applicant must submit proof of payment to qualify for reimbursement of both the cost of labor and materials. Reimbursement by the City will be based on the actual improvements constructed.
- If the owner does the improvements, only the cost of materials will qualify for reimbursement. The property owner is responsible for providing the City with a paid receipt for materials and/or services upon completion of the work.
- Once construction is completed, the City staff should be contacted for final inspection of the improvements. The staff shall provide the approved reimbursement funds within 30 days upon the determination that all criteria have been met and the application has been submitted.

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## APPLICATION FORM

All items listed are required to submit your application. Incomplete applications will not be processed.

- Proof of Ownership
- Copy of Drawing of proposed improvements for which reimbursement is requested (Not required for painting.)
- Three (3) written cost estimates from a licensed contractor, if a contractor will perform the work.

Project Address: \_\_\_\_\_ Business Name (if applicable): \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Mailing Address: \_\_\_\_\_

Proposed Improvements (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|                                |  |
|--------------------------------|--|
| <b>1<sup>st</sup> Estimate</b> | Contractor/Name: _____ Phone: # _____  |
|                                | Address: _____ City, Zip: _____  |
|                                | <b>Cost of Job (please attach written estimate including all labor &amp; materials):</b> |
| <b>2<sup>nd</sup> Estimate</b> | Contractor/Name: _____ Phone: # _____  |
|                                | Address: _____ City, Zip: _____  |
|                                | <b>Cost of Job (please attach written estimate including all labor &amp; materials):</b> |
| <b>3<sup>rd</sup> Estimate</b> | Contractor/Name: _____ Phone: # _____  |
|                                | Address: _____ City, Zip: _____  |
|                                | <b>Cost of Job (please attach written estimate including all labor &amp; materials):</b> |

Total Project Cost: \$ \_\_\_\_\_

Total Funding Request: \$ \_\_\_\_\_

**OWNERS AFFIDAVIT** I CERTIFY THAT ALL OF THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK THAT WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

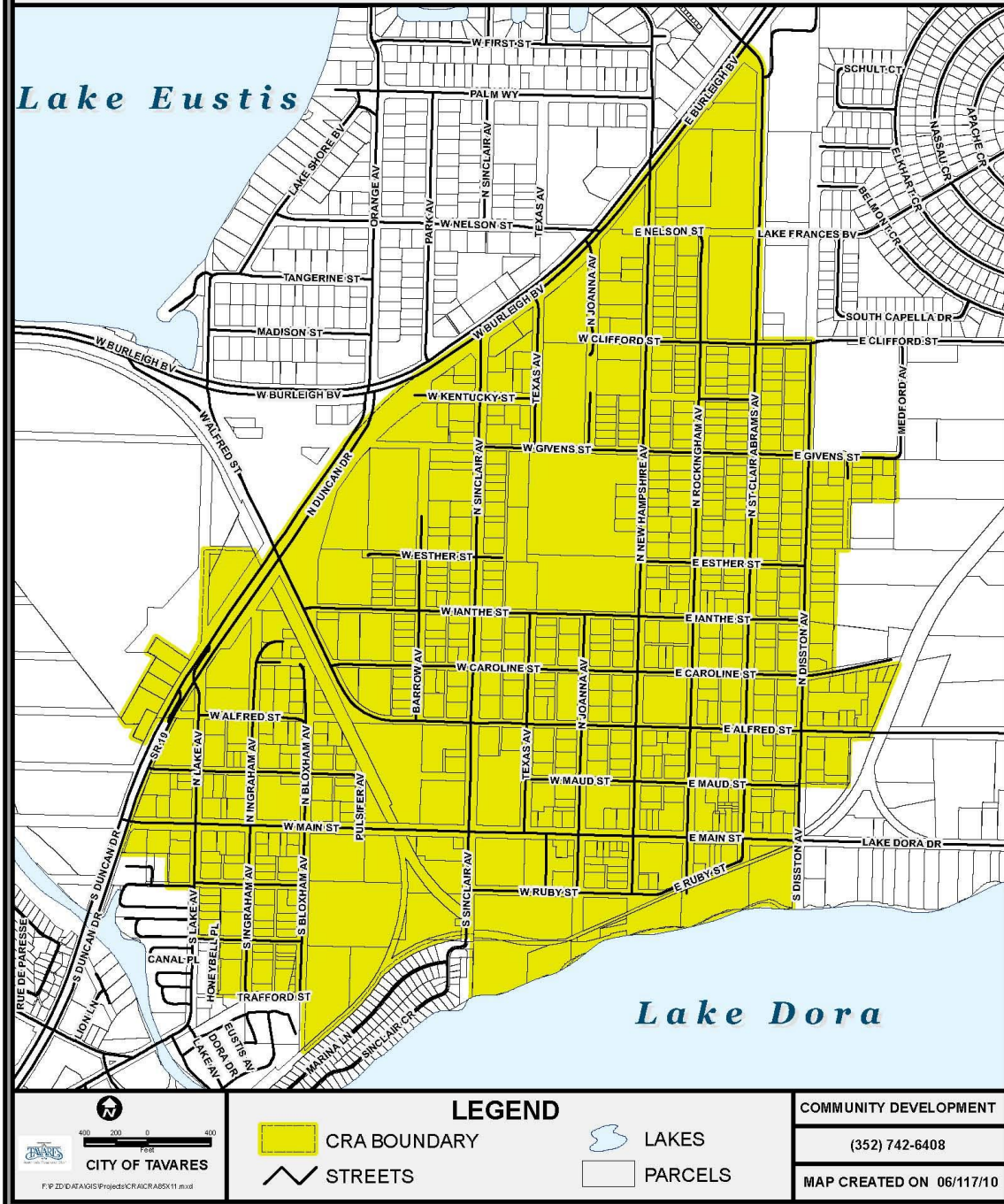
\_\_\_\_\_  
**OWNERS SIGNATURE**

\_\_\_\_\_  
**DATE**



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# COMMUNITY REDEVELOPMENT AREA



## Properties Eligible for the Façade Grant Program

CITY OF TAVARES  
Economic Development Department | 201 E. Main Street | Tavares, Florida 32778  
(352) 742-6402 | [www.tavares.org](http://www.tavares.org)