



COMMERCIAL FAÇADE/ REHABILITATION
APPLICATION PACKAGE

Community Development Division
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www.coral springs.org/CommunityDevelopment

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PURPOSE AND INTENT

To spur revitalization of aging commercial properties, the City has made matching grant funds available to properties located within the Program Target Area (See map). The goal of this program is to provide an incentive for non-residential property owners to modify the front exterior of the property.

Funds are provided through the Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), provided directly to the City. Funds are provided to supplement the cost of improving the exterior condition of the property. Funding may only be used for exterior work facing the public road right-of-way including reconstruction/redesign of front façade areas, lighting, awnings, signage, and painting. Exterior improvements that do not face the public right-of-way and interior improvements are not eligible for funding.

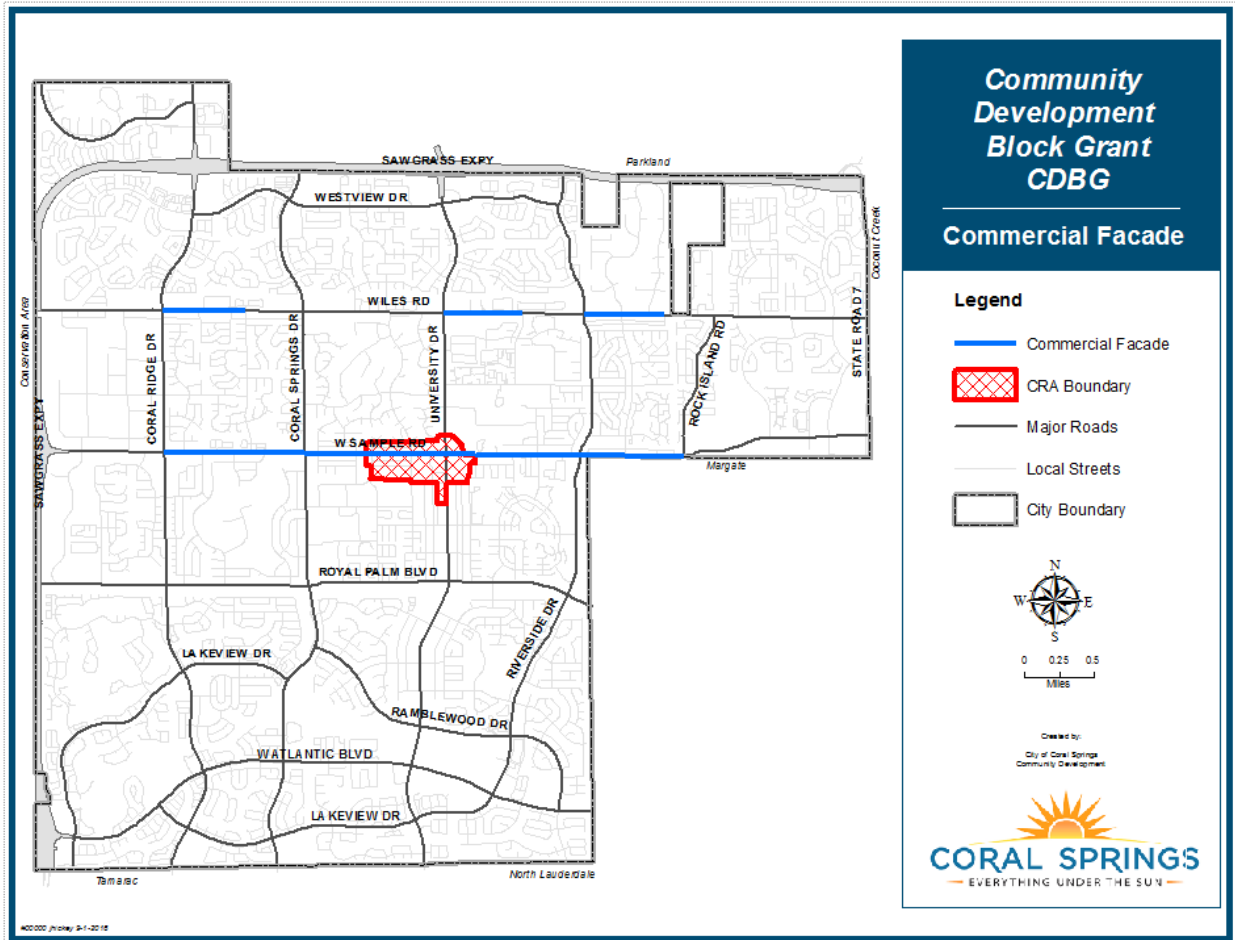
Please read the following program guidelines and information to gain an understanding of participation in this program. For more information, contact the Community Development Division at 954-344-1161 or visit www.coralsprings.org.

GENERAL INFORMATION

The City of Coral Springs will be providing funding assistance to 2-3 eligible Commercial Façade projects located within the Program Target Area. The selected projects will be awarded matching grant assistance up to \$40,000 to cover construction costs. The City will cover architectural services up to \$20,000 if one of the City's approved architects is selected. Any architectural services costs exceeding \$20,000, or those property owners wishing to use their own architect, will be at the cost of the business/property owner.

The property owner must utilize a contractor selected by the City through a public procurement process. The lowest and most responsive bidder will be awarded the contract; and the Business/Property Owner will execute a contract to complete the work.

MAP OF PROGRAM TARGET AREA



PROGRAM REQUIREMENTS AND GUIDELINES

Eligibility

1. Location: Project must be located within the Program Target Area (see map).
2. The property owner must be the applicant.
3. Improvements: exterior building façade, light fixtures, awnings, painting, and signage and windows as an accessory to the overall project. (*New construction or additions to the existing structure are not eligible. All improvements must be visible from the public right-of-way.*)
4. The applicant must agree to comply with all Federal Rules and Regulations, the City of Coral Springs ordinances, and Florida Building Code requirements.
5. The Owner/Business must have been operating within the City for at least five (5) years.

Funding

1. A funding application must be completed by the applicant and processed and approved by the City.
2. The funding can only pay for eligible improvements listed above.
3. The City will provide architectural design services through a pre-approved architect; the cost of services (up to \$20,000) will be paid by the City. For those property owners using their own architect, the cost of architectural services will be the responsibility of the property owner.
4. The City will match up to 50% of the project up to \$40,000.00. Any unforeseen construction costs past the City's contribution will be the responsibility of the applicant.
5. The applicant must expend their match before the City utilizes its funding. Therefore, all invoices are paid by the applicant prior to any expenditure of funds through the City's program.

STEPS TO APPLY FOR ASSISTANCE

Step 1: Submittal

1. The City will be accepting applications throughout a 30-day period. The application period may be extended until the number of projects matches available funding.
2. The applicant must submit a completed application package including a digital copy of all required documents. (See application)

Step 2: Review

1. After submitting the proposed rehabilitation plan, City staff will review the submittal for completeness within 30 days. To help this process go as smoothly as possible, applicants are encouraged to maintain regular contact with City staff (including meeting attendance).
2. A Selection Committee will review all submissions and create a short list of viable projects. Those selected will be contacted by City Staff.

Step 3: Project Funding Application

1. Once selected, the applicant is required to meet with City staff to discuss the project and program guidelines.

Step 4: Construction Drawings

1. The applicant is required to meet with the Project Manager/Inspector to develop work specifications and cost estimates. At this point, if the applicant decides to move forward with the program, they will be required to sign a Letter of Commitment.
2. The applicant will meet with the Project Manager/Inspector, City Staff, and the Architect to discuss the development of the preliminary construction drawings.
3. The Project Manager/Inspector will finalize work specifications incorporating the Architect's construction drawings for staff review. The applicant will meet with City staff and the Project Manager/Inspector to review and approve.
4. This review is to ensure the work specifications and drawings are consistent with the approved Rehabilitation Plan and comply with Florida Building Code standards.
5. The Rehabilitation Plan is then used by City Staff to solicit construction proposals from qualified contractors (step 6).

Step 5: City Action

1. The City will work with the applicant to assist in the review of the project. Project may be reviewed by the City's Development Review Committee (DRC) and/or Architectural Review Committee (ARC) if necessary.

Step 6: Contractor Selection

1. Once the project is approved by City staff and the applicant, and the construction drawings are reviewed by the Building Division, the project is bid out through the City's Purchasing Division.
2. Qualified contractors will be notified and given an opportunity to bid on the job. A pre-bid meeting will be scheduled.
3. Interested contractors receive the necessary documents and submit a construction bid by a specified due date to the City.
4. Staff and the applicant then review the proposals and award the job.
5. A pre-construction meeting will be scheduled.
6. The applicant will sign the Commercial Façade Grant Agreement and second Letter of Commitment.
7. The City will then prepare and present an agenda item to the City Commission for approval of the project and grant award.

Step 7: Building Permit Application

1. The selected contractor is responsible for submitting a building permit application to the City's Building Department for review to ensure compliance with the Florida Building Code and the City's Land Development Code.
2. Upon issuance of the Building permit, construction may commence.

Step 8: Construction Begins

1. As construction progresses, the contractor submits periodic invoices for review and approval by the City and the property owner.
2. All change orders submitted by the Contractor must be approved by City Staff, Inspector, and the property owner.

3. Payment of invoices is done in accordance with procedures and a schedule agreed upon by the contractor, City, and property owner.

Step 9: Construction Complete/Project Close

1. The project will be considered complete when the project has obtained a Certificate of Completion by the Building Division and payment of final invoice to the contractor indicating the owner's approval of the project.



Commercial Façade/Rehabilitation Application Package
PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION:

DEVELOPMENT/PROJECT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF PROPERTY OWNER (if other than petitioner): _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

LEGAL DESCRIPTION OF PROPERTY: _____

State in detail:

Current Use(s) of Property:

Project Narrative (*attach separate sheet if necessary*):

Existing Structural Upgrades/Repairs:

Rank Desired Items to be Addressed:



What is your expected total project cost? If construction costs exceed the expected amount, would you be willing to cover additional costs?

APPLICATION IS NOT COMPLETE AND WILL NOT BE PROCESSED UNTIL THE FOLLOWING ARE PROVIDED AND DEEMED COMPLETE BY THE PLANNING DEPARTMENT:

1. *Current survey (most recent – 1 year within submittal date).*
2. *Photographs.*
3. *Narrative detailing proposed projects and its benefits.*
4. *Please submit both a digital and hard copy.*

This is to certify that I am the owner of the subject property described in the application. I have read the program guidelines and the statements contained herein are true and correct to the best of my knowledge.

SIGNATURE OF PROPERTY OWNER: _____

ADDRESS: _____

As owner, I authorize _____ to act as my agent in this matter.

PRINT NAME, ADDRESS AND PHONE NUMBER OF REPRESENTATIVE, if applicable

Sworn to and subscribed before me this _____ day of _____, 20____.

NOTARY PUBLIC	_____ Personally known
	_____ Produced Identification
My Commission Expires: _____	Type of ID: _____
	_____ Did take an oath
	_____ Did NOT take an oath

TO BE COMPLETED BY THE COMMUNITY DEVELOPMENT DIVISION

ACCEPTED BY: _____

DATE ACCEPTED: _____

APPLICATION #: _____