

**OAKLAND PARK COMMUNITY
REDEVELOPMENT AGENCY**



**MINI FAÇADE
DOWNTOWN BEAUTIFICATION PROGRAM**

MINI FAÇADE DOWNTOWN BEAUTIFICATION PROGRAM

About the Program

The CRA Mini Façade Downtown Beautification Program is an incentive available to businesses located in the Downtown Mixed Use District (DMUD) for aesthetic improvements to the exterior of a commercial building and site. Improvements include painting of the building, installation of awnings, lighting, landscaping and signage.

The CRA will provide a grant for 80% of a project totaling \$5,000 or less, for a maximum CRA Grant of \$4,000 for projects located along NE 12th Avenue or Dixie Highway between Oakland Park Boulevard. and NE 38th Street and along NE 38th Street between NE 12th and NE 13th Avenue.

Examples

Project Cost:	\$ 5,000
City Grant:	\$ 4,000
Owner's Responsibility:	\$ 1,000

- Properties listed for sale may not apply.
- Properties sold within twenty-four months (2 years) of receiving façade funding must repay the full amount.
- Work on the project must begin within One Hundred Eighty (180) days following CRA approval process.

Eligible Improvements

- Exterior painting, installation of awnings, lighting and signage.
- Because of limited funding, staff from the CRA will evaluate the submissions and select those that beautify the neighborhood, will be a catalyst for other businesses and complement area improvements.

The Mini Façade Downtown Beautification Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

ADDITIONAL INCENTIVES

Business and property owners in the Downtown Mixed Use District (DMUD) may qualify for the following additional incentives based on the City of Oakland Park Code of Ordinances, Chapter 24-276(d). Business considered for these incentives are limited to those related to and supporting the Downtown Culinary Arts District.

The following incentives are available:

1. Waiver of fees.

The city manager shall consider the waiver of one (1) or more of the following fees for qualifying businesses enumerated under subsection (A) 24-276 (below), which are determined to establish a positive standard for developments within the downtown mixed use district leading to improved aesthetics in the district and the elimination of blight and underutilized properties. (These waivers shall include a waiver of the requirement to pay a fifteen thousand dollars (\$15,000.00) fee for each parking space which is not provided on site):

- (a) Payment in lieu of onsite parking
- (b) Landscaping code adjustments subsections [24-105\(C\)\(1\),\(2\)](#), (3) and DMUD landscape design guidelines
- (c) Park and open space fee
- (d) Local transportation fee
- (e) Development review fee

2. Permitting assistance

For those businesses related to and supporting the Culinary Arts District expedited permitting by the City of Oakland Park may be considered through City's Platinum Certification in the Broward Alliance's expedited permitting program. Expediting permitting is also provided in the Interim Regulations Ordinance Sec. 24-276.

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties for sale are ineligible. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning Department.
- After approval process, the CRA will provide the applicant with an approved Grant Agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the Grant Agreement is signed by all parties. Improvements completed prior to CRA Staff approval may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Oakland Park. Irrigation systems must prevent over spray and water waste. It is recommended a drip irrigation system be installed.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date_____

Property Owner

**OAKLAND PARK
FAÇADE BEAUTIFICATION PROGRAM
APPLICATION**

Date of Application: _____

1. Address of project requesting incentive: _____

2. Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____

Email: _____

3. Does the applicant own property? _____ Yes _____ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

Indicate the owning entity of the property (i.e. name on property title)

4. Project Description:

5. Total Project Cost: _____ Total Funding Request: _____

Authorized Representative(s):

Business Owner Signature

Property Owner Signature
(If different)

Print Name

Print Name

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Please Note

Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as a culinary related business within the DMUD. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Step 1: Application must include the following:

Please read and initial beside each application requirement

Business or property owner must submit an application to the CRA Staff for initial review. At that time the application should include:

- A) _____ A photograph of the property showing the area(s) for improvement.
- B) _____ Conceptual design drawing(s) and/or site plan of the proposed improvements. (At this point the CRA may provide conceptual design assistance.) If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of Oakland Park. Irrigation systems must prevent over spray and water waste and it is recommended a drip irrigation system be installed.
- C) _____ Meet with the Planning and Zoning Department to determine if the project will be in compliance with the City of Oakland Park codes.
- D) _____ Two (2) bids from licensed contractors. The bids must be typed written and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted.
- E) _____ If this is a tenant improvement, a copy of the lease agreement must be provided.
- F) _____ If applicable, a copy of a valid Business Tax License with the City of Oakland Park.
- G) _____ The Eligibility/Application Requirements Sheet initialed and signed by applicant.

Please acknowledge the following by initialing by each:

- H) _____ Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as a culinary related business within the DMUD. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- I) _____ Once the application is completed, it will initially be reviewed by CRA Staff within ten (10) business days who will then recommend approval or denial of the application. If additional information is required to finalize the application, additional time will be required for approval process.
- J) _____ If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed improvements.

Step 2: Construction/Payment by the CRA/City of Oakland Park:

1. If your contractor agrees to wait for payment until a check is issued by the CRA of Oakland Park, you must submit an invoice for the work for both you and your contractor, a letter from you indicating the work is complete and you are satisfied with the job.
2. If your contractor(s) requires payment upon completion of the work you must pay the invoice. You may then provide the CRA/City of Oakland Park with the paid invoice and/or a copy of *both* sides of the cancelled check
3. A CRA/City of Oakland Park staff member will visit the property and take a photograph of the completed project. A check will be issued in your name.
4. 12 copies must be submitted for review purposes.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date_____

Signature of Applicant

Community Redevelopment Agency (CRA) Eligibility/Application Requirements

Applicant to initial their understanding of each application requirement

The incentive program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

Step 1: Application Process

All CRA grants, are reimbursable grants and paid upon completion of the project.

- Incomplete applications will not be accepted.
- It is recommended that no construction begin until a Grant Agreement is signed by all parties. Improvements completed prior to CRA staff review and approval by the CRA Board will not be eligible.
- Meet with CRA Staff to determine if the project/business is eligible for a CRA grant incentive.
- Meet with the Planning and Zoning Department to determine if the project will be in compliance with the City of Oakland Park codes.
- Eligible businesses must have a valid Business Tax license with the City of Oakland Park. A copy must be submitted with the application. The property must be free of all municipal and county liens, judgments or encumbrances of any kind.
- If the project is deemed eligible, a complete incentive application(s) must be submitted to CRA Staff with all applicable documents required for the program including bids from two (2) licensed contractors for each scope of the project. **The bids must be typed and contain the following information; contractors license number, name, address, phone number and fax number. Hand written bids will not be accepted. Bids from property owners will not be accepted.**
- CRA Staff will review the application within ten (10) business days of submittal. You will be notified if additional information is required to make a determination on whether your application can be submitted to the CRA Advisory Board (if applicable) and the CRA Board for formal approval. The process for approval by the CRA Board can take a minimum of ninety (90) days from the date of submittal to CRA staff. **If additional information is required to finalize the application, additional time will be required for approval.**

Step 2: Execution of Grant Agreements and Setting up a Financial Account

- Following CRA Board approval, CRA Staff will provide the applicant with following but not limited to legal documents for signature; Grant Agreement, Promissory Note, Mortgage and Security, Guaranty, and Restrictive Covenant. Some documents may be recorded in the public records.
- At this time a Social Security Number/and or Tax Identification number must be provided for financial documentation and reimbursement purposes.
- You will be provided one (1) fully executed original of the Grant Agreement for your file.
- Upon receipt of the executed legal documents, CRA staff will request a Purchase Order be issued by the City of Oakland Park Purchasing Division which will allow for an account to be set up for reimbursement purposes. A Purchase Order will be mailed or faxed to the address provided in the Grant Agreement. The issuance of a Purchase Order may take up to four (4) weeks.

Step 3: Grant Reimbursement Procedures

- All disbursements of the grant proceeds shall be made as a lump sum payment pending full completion of the project as described in Exhibit A of the Grant Agreement.
- Written verification stating that the project is complete and the applicant is satisfied with the work is required prior to reimbursement submittal.
- Upon completion of the project, the submission for reimbursement of the grant proceeds must be submitted in writing to the CRA and contain the following information: name as provided in the Grant Agreement, address, reimbursement amount and documentation establishing payment by the applicant of the total cost of all the improvements (all receipts, invoices, canceled checks and any other documents the CRA may require as proof of payment.)
- The CRA will review the grant reimbursement request within ten (10) business days of submittal of the required documentation and forward it to the Finance Department to process the reimbursement payment. A check will be disbursed within thirty (30) days of the payment request to the Finance Department.

I have read completely and understand the application process, the execution of Grant Agreements, setting up a financial account and reimbursement procedures.

Signature

Date