



CITY OF BELLEVIEW

“City with Small Town Charm”

DEVELOPMENT SERVICES DEPARTMENT

5525 SE 119th St., Belleview, Florida 34420

Website: www.belleviewfl.org Email: DSStaff@belleviewfl.org

Telephone: (352) 245-7021 Fax: (352) 307-7708

PROPERTY IMPROVEMENT GRANTS

The Property Improvement Grant Program is a partnership designed to encourage revitalization efforts. A unique way to think about the appearance of a business is that it serves as a ‘*billboard advertising 24 hours a day, seven days a week, and 365 days a year.*’ The overall appearance of buildings and other improvements of a business play a significant role in the public’s general impression of the City of Belleview. And perhaps more significantly, this impression also plays an important role in the marketing of Belleview as a special place in Marion County and Central Florida. For these reasons, the City of Belleview has developed the Property Improvement Grant Program on the belief that improvements to physical properties within the Corporate City limits will:

1. Promote the attraction and retention of quality businesses to the City
2. Promote economic growth for the City
3. It will strive to provide a positive impact to all property values in the City

Goals of the program:

- **Provide financial assistance to property and/or business owners**
- **Preserve the unique character and support the City motto “City With Small Town Charm”**
- **Encourage repairs and improvements / Green Development using quality materials and workmanship in the renovations**
- **Attract new businesses**
- **Compliment other revitalization efforts such as a Community Redevelopment Area and the City’s Comprehensive Plan**
- **Help to provide an attractive, comfortable place to shop, work, live, play, and socialize**

GENERAL OVERVIEW:

Type of Grant:

This Property Improvement Grant Program is a *reimbursement* program with a maximum 50% of the eligible project cost up to a maximum of \$2,500 upon successful completion of the project and submittal of receipts. Note: building permit fees and taxes are not eligible for reimbursement.

Examples of Eligible Projects:

- Vacant building renovation
- Removal and replacement of inappropriate or incomplete exterior and restoration of original façade
- Exterior building renovations (not just painting)
- Demolition of an existing building
- Renovation / restoration of main entryway/door
- Side and rear façades
- New addition

- Creation of a new or resurface existing parking lot
- Handicapped accessibility from parking to and throughout the site and building(s).
- Architectural/design services (must include construction as well)
- Decorative Mural
- Landscaping (only as part of a larger site or building renovation project)
- Signage (only as part of a larger site or building renovation project).

Additional Eligibility Criteria:

- Property must not be delinquent on property taxes (must be current)
- Property must not be in litigation or foreclosure
- Property must not be in condemnation or receivership
- Property must not have any existing code violations; grant cannot be used to corrected outstanding code violations.
- All work done must be in accordance with applicable Federal, State, and Local regulations.
- Signs are only eligible as part of a larger façade grant, but do not qualify for a signage-only grant. All signage must meet applicable City, State, and Federal requirements.
- Routine maintenance procedures, such as painting or minor repairs to existing materials, do not individually qualify as an eligible project but may be a component of a larger project. (Routine maintenance is defined as minor work to a building or structure, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration or decay of or damage to a structure or any part thereof and to restore the structure or part thereof, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay or damage.
- Property owner or tenant may apply for the grant. Tenants must have a minimum of 2 years remaining on their lease or an option to renew for an additional 2 years.

Application Submittal: An application must be submitted in its entirety to the Development Services Department.

Application Review:

Applications will be reviewed by staff for completeness and accuracy within 10 business days from date of submission. Applicants may be contacted for a follow-up interview for further explanation of the proposed project.

Commission Approval:

After the review, the application, along with staff recommendation, will be placed on the City Commission agenda for final approval. Applicants are encouraged to attend the Commission meeting to respond to questions.

Project Documentation:

At least 2 competitive bid proposals from licensed contractors. These proposals should provide detailed information about the work to be completed, the costs, and the project schedule.

- All contractor(s) must be identified at the time of signing the grant agreement.
- All contractor(s) must be licensed to work in the City of Bellevue and carry the appropriate liability and worker’s compensation insurance.
- Any changes, including requests for project extensions, must be submitted in written format with appropriate documentation.

- All requests for reimbursement must include proof of payment of the grant expenses in accordance with the grant application prior to disbursement of funds.

Completion of Project:

Upon completion of the work, the property will be inspected by city staff and / or the building inspector for completeness of the project per the funding agreement.

GRANT AWARD REIMBURSEMENT

The City reserves the right to refuse reimbursement in whole or in part for work to expenditures that do not conform to the program or design guidelines, are not commensurate with the workmanship and costs customary in the industry.

Reimbursement will be processed within thirty days of receipt of the following documentation:

1. Copies of all paid invoices equal to the amount of the grant.
2. Copies of the signed contracts with contractors chosen to do the work.
3. Copies of lien waivers from all general contractors, subcontractors, and major material suppliers.



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Receipt#: _____

Fees Rec'd: _____

Received by: _____

Application Date: _____

**PROPERTY IMPROVEMENT GRANT PROGRAM
APPLICATION FORM**

PROPERTY INFORMATION

Project Name: _____

Project Address: _____

Parcel Number: _____

APPLICANT INFORMATION

Applicant's Name: _____

Name of person to receive all correspondence if different from applicant:

Applicant's Business Name (if applicable): _____

Type of business: _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax: _____

E-mail address: _____

Applicant is: _____ Property Owner _____ Business Owner/Tenant

How long has the business been at the current location? _____

When does your current lease expire? _____

PROPERTY OWNER INFORMATION

(if different from applicant)

Property Owner's Name: _____

Property Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Fax: _____

E-mail address: _____

SCOPE OF WORK: Check all that apply:

- Vacant building renovation
- First floor of a front façade
- Main entryway/door
- New addition
- Handicapped accessibility
- Architectural/design services
- Signage
- Removal and replacement of inappropriate or incomplete exterior and restoration of original front façade
- Other
- Completion of an entire front façade
- Demolition of an existing building
- Side façade
- Creation of a new or resurface existing parking lot
- Rear facade
- Mural
- Landscaping (must include trees and shrubs)

PROJECT DESCRIPTION: Write a short statement describing the proposed project and how it will positively contribute to the Commission’s redevelopment efforts and provide a positive impact on the property and the City of Belleview. Would the proposed improvements be made without the assistance of this grant program? If not, please explain. (Use additional sheets as necessary.)

Anticipated start date: _____ Anticipated completion date: _____

Estimated costs of project: _____ Amount of grant funding requested: _____

Do you intend to pursue any State or Federal tax incentives or energy rebates? Yes / No

If yes, what type? _____

Do you intend on pursuing any other local, State, or Federal funding for your project? Yes / No

If yes, what type? _____

GENERAL CONDITIONS

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances, and other applicable regulations. The applicant will not seek to hold the City of Belleview, and/or its agents, employees, board members, officers and/or directors liable for any property damage, personal injury, or other loss relating in any way to the Property Improvement Grant Program or for supplementing, redrafting, revising, or amending any document (such as an Environmental Impact Report, specific plan, or general plan amendment) if made necessary by said proceeding and if the applicant desires to pursue such approvals and/or clearances, after initiation of the proceeding, which are conditioned on the approval of these documents. If the applicant fails to perform the work approved by the City reserves the right to cancel the grant. The applicant also understands that any work started/completed before the application is approved by the City or designated Committee is done at their own risk, and that such work will jeopardize their grant award. The applicant authorizes the City of Belleview to promote any approved project including but not limited to displaying a sign at the site, during and after construction, and using photographs and descriptions of the project in City of Belleview materials and press releases.

Minimum Complete Application materials include:

- A completed application form.
- Color photographs of the existing conditions.
- Accurate scaled drawings of the proposed improvements
- Manufacturer’s literature and specifications for windows, doors, etc. Samples of materials may be included or may be requested during the review process.
- Any other documentation necessary to illustrate the visual impact of the proposed project.

By submitting an application with the City of Belleview, the applicant authorizes representatives of the City of Belleview to visit the site under application. All applicants will be notified in writing within four (4) weeks from application submission with notification of the approval or denial of their application. Incomplete applications will not be accepted.

Applicant:

I, _____, business owner/tenant of the building at _____, have read and understand the terms and conditions of the Property Improvement Grant Program and agree to the general conditions and terms outlined in the application process and guidelines of the façade grant program.

Signature _____ Date _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as business owner / tenant of _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC

(Notary Seal)

Owner Approval for Tenant Applicant

I, _____, owner of the building at _____, have read and understand the terms and conditions of the Property Improvement Grant Program and agree to the general conditions and terms outlined in the application process and guidelines of the façade grant program. I give my consent to the applicant to go forward with façade improvements on the building as outlined in the Scope of Work section of this application.

Signature _____ Date _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as business owner / tenant of _____, who is personally known to me or who has produced _____ as identification.

NOTARY PUBLIC

(Notary Seal)

For Official Use Only:

Is this tax delinquent property? Y / N

Is the property in litigation? Y / N

Is the property in condemnation or receivership? Y / N

Is the building on the National Register of Historic Places? Y / N

Are there any existing code violations? Y / N

Verified By / Date:

COMMITTEE APPROVAL

This application has been reviewed by the City of Belleview or designated committee. The proposed plans for the building meet the goals and guidelines of the façade grant program, and are
 approved **not approved** for funding.

Project Points Score: _____

Comments:

_____ Date _____