



Façade Grant Program

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: _____

Owner Name: _____ Owner Phone #: _____

Owner Mailing Address: _____

Tenant Name: _____ Tenant Phone #: _____

Tenant Mailing Address: _____

Proposed Improvements (attach additional sheets if necessary):

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

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

Tavares Façade Grant Application Form

INSTRUCTIONS

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.

Proposed improvements must:

- a. Be an existing building within the Community Redevelopment Area (see page 4)
- b. Be easily seen from a public street, and
- c. If the property is on the local register of historically significant places, be consistent with the City of Tavares Historic Property Design Guidelines, and
- d. Be approvable for the City Building Permit, or
- e. Be made to specifically accommodate handicap accessibility in accordance with the Americans with Disabilities Act of 1990 (Commercial structures only on Main Street and Ruby Street.)

At minimum, each application must contain proof of ownership and elevations or details of the proposed improvements. If a licensed contractor does the improvements, along with the application, the applicant must submit a paid invoice to qualify for reimbursement. The property owner is responsible for providing the City with a paid receipt for the materials 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.

Staff Use Only

I certify that the following criteria have been met:

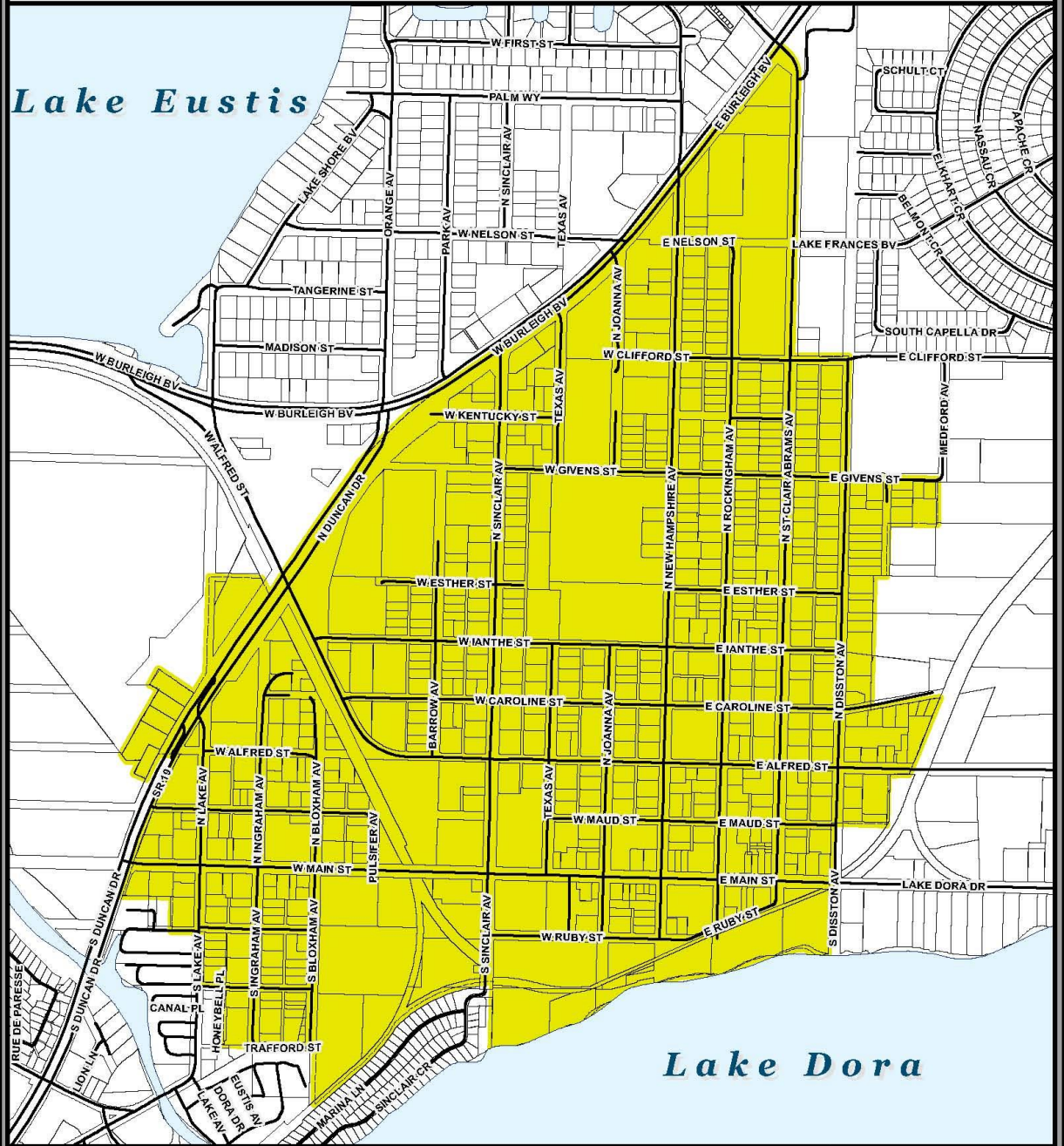
- All work has been done in accordance with that which has been outlined by the application on Page 1 of this document.
- The work has been inspected and shown to be complete.
- A paid invoice has been submitted verifying that the contractor has received payment.


-or-

- Receipts submitted by owner have been verified, and materials purchased were found to be related to the specified job as outlined by this application.

Community Development Director

COMMUNITY REDEVELOPMENT AREA



 **CITY OF TAVARES**
F:\P\ZD\DATA\GIS\Projects\CRA\CRA 85X11.mxd

LEGEND

- CRA BOUNDARY
-  LAKES
-  STREETS
-  PARCELS

COMMUNITY DEVELOPMENT
(352) 742-6408
MAP CREATED ON 06/11/10

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