

# APPLICATION

Callaway CRA Commercial Property Demolition Grant Program  
Tyndall Parkway / Highway 22

*Prior to completing and submitting this application, please contact the CRA Department to review your proposed project, application, and process at (850) 871-4672.*

**Callaway CRA**  
**6603 E. Hwy. 22**  
**Callaway, FL 32404**

### APPLICANT INFORMATION

Name
Phone
Email
Referred by

### FOR OFFICE USE ONLY

Application Date		
Application File #		
Staff Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date	
Board Recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date	
Grant Amount \$		

### PROPERTY OWNER INFORMATION

Name	Years Owned
Address	Phone
City	State                      Zip
Owner's Signature-Improvements Approved	

### BUSINESS AND / OR PROJECT INFORMATION

Location of Building/Property	Parcel #
Address	Phone
City	State                      Zip
Tax ID number	

### PROPOSED IMPROVEMENTS

<input type="checkbox"/> Principal Structure Demolition	<input type="checkbox"/> Secondary Structure Demolition	<input type="checkbox"/> Site Preparation Work
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### PROJECT BIDS. *Please attach actual bids. If three (3) bids are unavailable, please explain below.*

Bid #1	Company Name	Total Cost: \$
Bid #2	Company Name	Total Cost: \$
Bid #3	Company Name	Total Cost: \$

Reduced Bid Explanation \_\_\_\_\_  
\_\_\_\_\_

### GENERAL PROGRAM GUIDELINES

The Commercial Property Demolition Grant Program Matching Grant is a dollar-for-dollar matching grant of up to \$10,000 that is to be used for the demolition of blighted commercial buildings, and/or site improvements.

**PROPOSED IMPROVEMENTS**

Please provide a brief, general description of the work to be performed and materials to be used if applicable.

**Principle Building to be Demolished** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Secondary/Accessory Buildings to be Demolished** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Proposed Site Improvements** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments:** The following attachments are required:

- Proposed project schedule.
- Photographs of the existing building and proposed project area.
- Site Plan or Survey, drawn to scale depicting the building(s) to be demolished and other structures and impervious surface areas upon the site.
- Report on results of toxic substance/contaminant study.
- Three (3) bids/estimates.

Check appropriately

I own the property in consideration

I have read the Callaway CRA Commercial Property Demolition Grant Program Guidelines. I understand that if the proposal is approved, I will make the above improvements to the property within the specified time allowed.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## PROGRAM GUIDELINES

### General Program Information

#### Intent

It is the intent of the Callaway Community Redevelopment Area (CCRA), under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of commercial properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social, and aesthetic enhancement of the CCRA area.

Through the Commercial Property Demolition Grant Program, the CCRA seeks to help commercial property owners to improve the attractiveness of properties, and thereby work to achieve the agency's goal of eliminating conditions that have a negative impact on economic growth and encouraging the siting of new businesses.

#### Eligibility

The Commercial Property Demolition Grant Program matching grant funds are available to qualifying commercial property owners within the indicated CRA Area (See attached map). Grants are intended for rehabilitation and restoration of sites only, not for the improvement of undeveloped sites.

### Eligible Projects

#### Program Summary

The Commercial Property Demolition Grant Program is a dollar-for-dollar matching grant of up to \$10,000 that can be used toward the demolition of old, dilapidated, blighted buildings, which are an eyesore and/or due to their nature, structure or conformation would be very difficult to relocate a business into. The CRA Board will make the determination of whether a building meets the eligibility criteria.

#### Structure Demolition

- Demolition of principal existing structures
- Demolition of secondary and/or accessory structures

#### Other Eligible Improvements

- Site preparation work following the demolition of dilapidated/blighted structures to encourage the location of new commercial ventures.

## PROGRAM GUIDELINES

### Program Requirements and Regulations for Eligibility

Applications will be considered only if they meet all of the following eligibility criteria:

The CRA Board's approval must be secured prior to commencement of work.

The project must be located within the CRA's boundaries, and must facilitate the redevelopment activities as identified in the adopted CRA Plan. (Map attached)

Property must be current in water/sewer/garbage, and tax bills, and without City liens, active building permits or outstanding bills at time of application, approval, and completion, as a condition of final payment by the CRA.

Applicants shall not have any present City code violations or active building permits.

Applicant must obtain and submit three bids from appropriately licensed bidders for the work to be completed under this program.

All applicants should have conducted a study into the presence of contaminants and/or toxic substances within the structure of the building and should submit a copy of the report at the time of application.

Labor expenses are eligible only when performed by a licensed contractor in good standing in Bay County. All quotes/bills /invoices must reflect the contractor's license number. Applicants are encouraged and will be given preference in utilizing local vendors.

The CRA Board and Building Department must approve Project(s). Project(s) may be subject to City Commission approval.

Applicants must ensure that all required permits and approvals are obtained (demolition, site clearance and all other applicable) for all projects.

The applicable City department such as Planning, Building, Engineering, or any other government entity, which has jurisdiction over the project, must approve any changes or alterations to the approved project.

Projects must be completed within four(4) months of award of grant or permit issuance if applicable, unless a written extension is requested of and granted by the CRA Board.

**Failure to complete the improvements in a timely manner shall result in the property owner losing the grant reimbursement opportunity. The CRA Board may consider time extensions in extraordinary circumstances ONLY.**

## PROGRAM GUIDELINES

### Application Process

Applicants must complete all required application forms and submit the completed application package to the CRA Board in order to be considered for assistance.

Within five (5) business days of application submittal, CRA staff will review the application for completeness. A post application submittal conference may be held with the applicant to discuss any issues with the applicant. At this time, additional information may be requested.

Within ten (10) business days of receiving and verifying the completeness of the application, the CRA Director or staff will review the application and prepare a recommendation for the CRA Board to be presented at the next regularly scheduled meeting. The applicant will be sent a copy of the CRA staff recommendation.

The CRA Board will determine the applicant's funding request for approval or denial by majority vote. The applicant will be notified in writing of the CRA Board's decision within five (5) business days of the Board's decision.

In making the determination, the committee will consider the following factors and may give priority to projects that meet the following criteria:

**Will the project positively contribute to the city's assisted redevelopment effort?**

**Will the project eliminate or reduce a blighting influence?**

**Will the project substantially leverage more investments than the required matching amount of the grant?**

**Will the grant result in an improvement that would not be made otherwise?**

**Does the project comply with the CRA Redevelopment Plan and Central Corridors Urban Design Overlay District?**

### Required Application Documents

*Application packages must include enough documentation to illustrate the visual impact of the project and its costs. Failure to provide required information will delay the review process. The items submitted should include:*

- Project Schedule
- Photographs of the existing building and proposed project area.
- Site Plan or Survey, drawn to scale, depicting the buildings to be demolished and other structures and impervious surface areas upon the site.
- Report on results of toxic substance/contaminant study.
- Three (3) competitive cost estimates from licensed and bonded contractors. These proposals should give detailed information about the work to be done, costs, and the project completion schedule. In certain cases, less than three (3) bids will be considered acceptable, however it will be considered on a project-by-project basis at staff's discretion.*

***Contractors and/or project schedule cannot be changed without prior written staff approval. At staff's discretion, a change in contractors or project schedule may require a new CRA Board Approval.***

- Executed "Release and Hold Harmless Agreement"

## PROGRAM GUIDELINES

### Award Reimbursement

(The Applicant shall incur all initial project costs and may receive reimbursement only after all improvements have been completed in accordance with the grant award).

The CRA Director or staff will disburse Grant funds upon the receipt of a finding of project completion. The finding of project completion will be granted when the following package is received:

1. Written notification from the Owner that the project is complete.
2. Copies of all required permits.
3. Copies of paid invoices and evidence of payment (cancelled checks, credit card receipts).
4. Photographs of completed project.

Reimbursement can be expected in approximately **three (3) to six (6) weeks** after all required materials have been received.

### Ineligible Improvements

- Any service performed by a non-licensed contractor.
- Improvements made prior to execution of final agreement with the CRA.
- Routine maintenance activities that are part of normal property ownership.
- An improvement to a property that has any judgment liens, is not current on all mortgage and tax obligations, and has any Code violations.
- Improvements to properties that are exclusively residential.
- Permitting Fees

