



**APPLICATION
 CALLAWAY CRA RESIDENTIAL
 FAÇADE IMPROVEMENT GRANT PROGRAM
 Cherry Street from Berthe to Tyndall &
 North Side of Cherry from Tyndall to Boat Race**

Callaway CRA
 6601 E. Hwy. 22
 Callaway, FL 32404

Prior to completing and submitting this application, please contact the Planning Department to review your proposed project, application and process at (850) 871-1033.

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		

PROJECT INFORMATION

Name of Business	Business Owner's Name	
Address	Phone	
City	State	Zip
Type of Business	Tax ID #	

PROPOSED IMPROVEMENTS

Façade Windows/Doors Painting

PROJECT BIDS *Please attach actual bids. If three (3) bids are unavailable, please explain below.*

Bid #1	Company Name
Bid #2	Company Name
Bid #3	Company Name

Reduced Bid Explanation _____

GENERAL PROGRAM GUIDELINES

The Façade Improvement Matching Grant is a \$2,500 dollar-for-dollar matching grant that can be used toward any exterior architectural improvements to the street-side façade.

PROPOSED IMPROVEMENTS

Please provide a brief, general description of the work to be performed, materials to be used, color and material samples (if applicable).

Exterior Walls (Includes front (primary) facade, side (secondary) facade (if applicable), structural, decorative and non-functional elements)_____

Windows/Doors_____

Painting (Approximate Sq. Ft. area) Colors must be approved by the CRA Board_____

Attachments: The following attachments are required:

- Proposed project schedule.
- Photographs of the existing building and proposed project area.
- Drawing(s) illustrating proposed work or pictures with project description and details. (Structural alterations will require drawings signed and sealed by a professional architect per Section 15.655(6)(3) Callaway Land Development Regulations.)
- Materials and colors list with descriptions, including an outline of the construction procedures. Staff may request samples of materials and/or colors to be used.
- Three (3) bids/estimates.

Check appropriately

- I own the property in consideration
- I lease the property in consideration

I have read the Callaway CRA Residential Façade Improvement 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

Eligible Improvements

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 Residential 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 Façade Improvement Grant Program, the CCRA seeks to help homeowners 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.

Eligibility

The Façade Improvement Program Matching Grant funds are available to qualifying Residential property and homeowners within the indicated CRA Area (see attached map). Grants are intended for rehabilitation and restoration only, not new construction.

Program Summary

The Façade Improvement Matching Grant is a \$2,500 dollar-for-dollar matching grant that can be used toward any exterior architectural improvements to the street-side façade.

Façades

- Removal of elements that cover original architectural design and details.
- Overall replacement of architectural elements that have structural deficiencies.
- Exterior painting (exterior paint colors must be approved by the CRA Board.)
- New stucco and stucco bands.
- Demolition required for the approval of the façade improvements.
- Roof improvements that are visible and contribute to the architectural aesthetics of the building. (Not a complete roof repair or replacement.)

Windows/Doors

- Addition and/or replacement of doors/windows.

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 (3) bids from appropriately licensed bidders for the work to be completed under this program.
- All designs, materials and colors, as well as plant material, shall be subject to City of Callaway guidelines and rules in effect 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.
- 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 (building, zoning, architectural and all other applicable) for all improvements as a part of the Façade Improvement Program.
- The applicable city department, such as Planning, Building, Engineering, or any other government entity that has jurisdiction over the project, must approve any changes or alterations to the approved project.
- Applicants must receive a building permit within six (6) months from the date of the CRA Board funding approval or the funding will expire.
- Projects must be completed within six (6) months of award or building permit issuance if applicable unless a written extension is requested of and granted by the CRA Board.

Failure to complete the façade 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 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 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 the following documents:

- Completed application form, including owner's signature authorizing the proposed improvements.
- Color photographs of existing conditions.
- Project Schedule.
- Drawings/illustrations of proposed work or pictures with a detailed project description. Structural alterations will require drawings signed and sealed by a professional architect per Section 15.655(6)(3) Callaway Land Development Regulations.
- Materials and colors list with descriptions, including an outline of the construction procedures. Staff may request samples of materials and/or colors to be used.
- Three (3) competitive cost estimates from licensed and bonded contractors. These proposals should give detailed information about the work to be done, materials to be used, costs and the project completion schedule. In certain cases, less than three bids will be considered acceptable, however, it will be considered on a project-by-project basis at staff's discretion.

Contractors and/or materials cannot be changed without prior written staff approval. At staff's discretion, a change in contractors or materials 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 and occupancy certificates.
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

- Professional design and engineering services related to structural renovation, new construction and signage.
- Storm water enhancements.
- Decorative fencing or privacy fencing in the primary, street-side façade,
- Vinyl soffit and fascia, as part of more extensive project improvements.
- Physical or visual removal of architecturally important features.
- Installation of aluminum or vinyl siding.
- 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, not current on all mortgage and tax obligations or has any code violations.
- Statues and fountains.
- Improvements to properties that have non-conforming uses.
- Interior renovations.
- New construction.
- Permitting fees.
- Repairs or improvements used to correct code violations or to bring structures up to code.

