

LYNN HAVEN CRA

STOREFRONT ASSISTANCE PROGRAM DETAILS

Purpose: The purpose of the Storefront Assistance Program is to help property owners enhance the street-visible appearance of their commercial property.

Requirements: The following four criteria must be met prior to application submittal in order to qualify for this program:

1. The project must be located within the Lynn Haven CRA area.
2. The property must have commercial store frontage.
3. The project must consist of the renovation of a commercial building with store frontage
4. The project must be in compliance with the City's *Unified Land Development Code*, the *2010 Florida Building Code*, and the *Lynn Haven CRA Architectural Design Guidelines*.

Incentive Rules:

1. The CRA is offering to 50/50 matching grants to commercial property owners within the Lynn Haven CRA as follows:
 - a. Properties with over 60 feet of frontage: a maximum of \$ 2,500 for architectural services, and a maximum of \$25,000 for construction.
 - b. Properties with 60 feet of frontage or less: a maximum of 1,500 for architectural services; and a maximum of \$10,000 for construction.

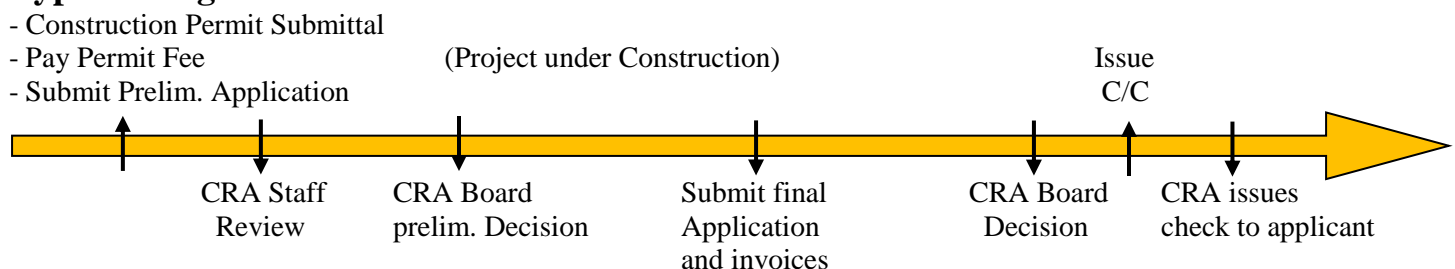
The program is on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.

2. The certificate of completion for the commercial project has to be issued prior to the end of the current fiscal year.
3. **Qualified expenses** include: costs for façade improvements on a side of a building that faces a right of way, design fees, permit fees, construction costs, costs associated with complying with the FL ADA Code, labor and material.
4. **Expenses that don't qualify** for this incentive include but are not limited to: General maintenance items, painting (when not part of a larger improvement), minor repairs, concrete repairs, general parking lot striping, resurfacing or drainage, rears of buildings, signs and sign products, fencing, and landscaping are not eligible expenses. Interior repairs and handicapped parking striping are not eligible expenses except in some instances where these expenses are mandated as part of eligible improvements by the City of Lynn Haven's Building Department.

Incentive Process:

1. Applicants should meet with the CRA Director to prepare a preliminary application with a budget and project plans, which can be submitted to the CRA Board for review and preliminary approval.
2. Once construction is complete, a program application has to be submitted to the Lynn Haven CRA office by the owner along with a copy of the approved building permit for the project. The CRA Director will review the submitted documents for completion and place the incentive application on the next CRA Board meeting agenda for discussion and possible action.
1. The CRA Board will either approve (incl. amount to be reimbursed) or disapprove the incentive for the project. **FINAL GRANT APPROVAL IS DISCRETIONARY AND SUBJECT TO CRA APPROVAL. PRELIMINARY APPLICATIONS ARE ENCOURAGED FOR BUDGETARY AND PLANNING PURPOSES.**
2. Upon Board approval, the CRA Director will then send a reimbursement check to the owner once the certificate of completion has been issued.

Typical Program Timeline:



Contact:

Ben Janke, CRA Director, 850-265-2121; bjanke@cityoflynnhaven.com

LYNN HAVEN CRA

RESIDENTIAL DEVELOPMENT INCENTIVE PROGRAM

Purpose: The *Residential Development Incentive Program* is designed to promote the development of unimproved lots within the Lynn Haven Community Redevelopment Agency (CRA) area.

Requirements: The following four criteria must be met prior to application submittal in order to qualify for this program:

1. The property must be located within the Lynn Haven CRA area.
2. The property must have been unimproved in the previous tax year. You cannot add on to an existing structure.
3. The project must consist of the construction of a new detached single family residential building which has to be in compliance with the City's *Unified Land Development Code* and the *2010 Florida Building Code*.
4. The new residence must have at least 1,500 SF of heated and cooled area.

Incentive Rules:

1. Lynn Haven CRA will pay a pre-determined amount to the lot owner if he or she builds a new detached single-family home on their residential lot. The amount of the incentive depends on the size of the new home:

	Heated & Cooled Area	Incentive
a.	1,500 SF – 1,799 SF	\$2,500
b.	1,800 SF and more	\$5,000
2. The program is on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.
3. The certificate of occupancy for the residential home must be issued prior to the end of the fiscal year.
4. No more than three applications per person per year are allowed.

Incentive Process:

1. A complete program application must be submitted to the Lynn Haven CRA office by the owner along with a copy of the approved building permit for the project. The CRA Director will review the submitted documents for completion and place the incentive application on the next CRA Board meeting agenda.
2. The CRA Board will either approve (incl. amount to be reimbursed) or disapprove the incentive for the project.
3. Upon Board approval, the CRA Director then will send a reimbursement check to the owner once the certificate of occupancy (C/O) has been issued.

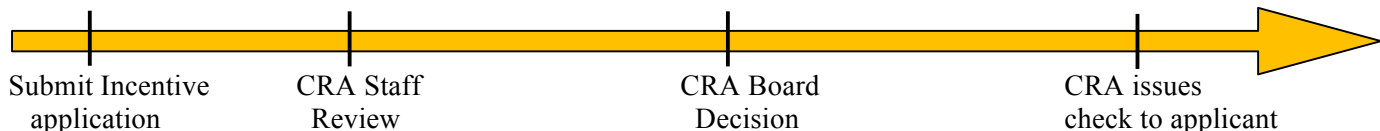
Typical Program Timeline:

- Building Permit
Submittal

- Pay Building
Permit Fee

(Home under Construction)

Issue
C/O



Contact:

Ben Janke, CRA Director
850-265-2121

bjanke@cityoflynnhaven.com

LYNN HAVEN CRA

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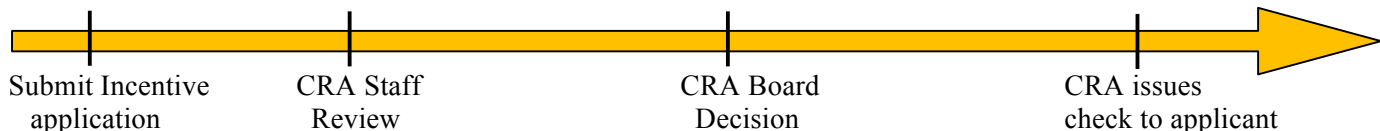
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(Home under Construction)

Issue
C/O



Contact:

Ben Janke, CRA Director
850-265-2121

bjanke@cityoflynnhaven.com

LYNN HAVEN CRA

RESIDENTIAL PAINT PROGRAM

PURPOSE: The *Residential Paint Program* is designed to promote the enhancement of residential buildings within the Lynn Haven Community Redevelopment Area (CRA). This program allows eligible applicants to share with the CRA the cost of painting an existing residential property within the CRA area.

REQUIREMENTS: In order to qualify for this program, the following criteria must be met prior to application submittal:

1. The property must be located within the Lynn Haven CRA area.
2. The property must consist of a residential building.
3. The residential building must be at least ten years old.
4. The property's vegetation around the building(s) must be trimmed to gain sufficient access to the exterior wall.

PROGRAM RULES:

1. Lynn Haven CRA will pay for power washing the residence and painting materials if the homeowner agrees to paint his or her residence. Material includes paint and painting supplies for this project.
2. The maximum amount for the abovementioned service and material per residence is \$750. The recipient shall be responsible for all remaining costs associated with the project.
3. The program is on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.
4. The project shall consist of painting the exterior of the building. Interior painting projects are not eligible. All buildings must be at least ten years old.
5. Only muted pastel or earth tone shades are eligible main colors for this program. The color selection must complement the existing buildings in the neighborhood.
6. The property owner agrees to record a façade preservation easement once the project is complete. This easement will expire automatically after 5 years.

PROGRAM PROCESS:

1. **Vegetation:** Prior to application submittal, all vegetation around the house must be trimmed to allow access to the exterior walls. Help may be available through some non-profit organizations.
2. **Application:** A complete program application must be submitted to the Lynn Haven CRA office by the owner. The CRA Director will review the submitted documents for completion.
3. **Meeting:** Once the application is complete, CRA staff and the owner/representative will meet to determine the color selection, needed material, and a project start and finish date.
4. **Approval:** All project information will be submitted to the CRA Board for application approval.
5. **Power Washing:** Once approved, the CRA will hire a professional power washing company to clean the exterior of the house if needed.
6. **Repairs:** It is the property owner's responsibility to repair any rotten siding material. Help may be available through some non-profit volunteers.
7. **Materials:** The CRA will purchase paint and all painting materials for this project and deliver it to the property address.
8. **Painting:** The owner/tenant must paint the building in a timely manner.
9. **Easement:** The owner will record a façade preservation easement for this property for five years starting with the date of project completion. Easement documentation will be provided by the CRA.

CONTACT:

Ben Janke, CRA Director
850-265-2121
bjanke@cityoflynnhaven.com

CHAIRPERSON
MARGO DEAL ANDERSON

ACTING CITY MANAGER
VICKIE GAINER

CRA ATTORNEY
ADAM ALBRITTON



BOARD MEMBERS
BRANDON ALDRIDGE

JUDY TINDER

DAN RUSSELL

PAT PERNO

LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

APPLICATION RESIDENTIAL PAINT PROGRAM

This program is designed to promote the enhancement of residential buildings within the Lynn Haven Community Redevelopment Area (CRA). Lynn Haven CRA will pay for power washing the residence and painting materials if the home owner agrees to paint his or her residence. The maximum amount for the abovementioned service and material per residence is \$750. The program is being offered on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.



DATE OF SUBMITTAL

APPLICANT INFORMATION

Property Owner

Last Name: _____

First Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Street Address: _____

Parcel ID #: _____ - _____ - _____

brief site description if part of property: _____

City: _____ Lynn Haven _____

State: _____ FL _____ ZIP: _____ 32444 _____

PROJECT INFORMATION:**YES****NO**

1. Is the residential building located within the Lynn Haven CRA? ☐ YES ☐ NO
2. Does the property have a residential building? ☐ YES ☐ NO
3. Are all residential buildings on the property at least ten years old? ☐ YES ☐ NO
4. Has the vegetation around the residence been trimmed to gain sufficient access to the exterior wall? ☐ YES ☐ NO
5. I agree to potentially work with third parties in order to successfully complete this project ☐ YES ☐ NO
6. Did I select a muted pastel or earth tone shade for this project? ☐ YES ☐ NO
7. Please describe the desirable color selection for this project. Please use to Sherwin Williams color coding:

Main Color: _____ Trim Color 1: _____ Trim Color 2: _____

8. Does the color selection complement the existing buildings in the neighborhood? ☐ YES ☐ NO
9. I hereby grant property access to the power washing company hired by the Lynn Haven CRA for this project. _____ (initial)
10. I plan to complete this paint project by _____ (mm/dd/yy) .
11. I hereby acknowledge as the property owner or its representative that a Façade Preservation Easement will be recorded for this property for five years starting with the project completion date. _____ (initial)

Please attach the following documents to this application*:

1. A legal description of the property (see baypa.net) ☐
2. Pictures of the property showing the trimmed vegetation. ☐
3. If the applicant is not the owner, a signed and notarized statement must be submitted giving an individual the rights and responsibilities of representing the owner and the property to and before agents of the Lynn Haven CRA in any discussions, negotiations or issues regarding this program and/or property. ☐

* Applications without required attachments will not be considered.

Complete applications should be submitted to the Lynn Haven CRA office located at 817 Ohio Ave., Lynn Haven, FL 32444. For further information, please contact CRA Director Ben Janke at 850-265-2121 or bjanke@cityoflynnhaven.com.

I hereby submit this form and all required attachments as application to the Lynn Haven Community Redevelopment Agency (CRA) to be considered for the Residential Paint Program. **I understand the Lynn Haven CRA Board has, at its sole discretion, the right to final determination for all aspects of the Residential Paint Program.** This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, and applications to be funded.

Owner's Signature

Date

CHAIRMAN
MARGO DEAL ANDERSON

CITY MANAGER
MICHAEL E. WHITE

CRA ATTORNEY
ROBERT C. JACKSON



BOARD MEMBERS
ANTONIUS G. BARNES

JUDY TINDER

DAN RUSSELL

RODNEY FRIEND

LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY

STOREFRONT ASSISTANCE PROGRAM APPLICATION

The purpose of the Storefront Assistance Program is to assist property owners **enhance the street-visible appearance of their property**. Many commercial properties were designed and built in styles that have become dated and outmoded and suffer from numerous repairs and coats of paint. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. To assist property owners in returning their properties to their fullest potential, the Lynn Haven CRA offers matching grants to owners to undertake exterior renovations that will enhance the appearance of their property.

DATE OF SUBMITTAL

The CRA offers grants to commercial property owners within the defined Lynn Haven CRA Area up to the following amounts subject to CRA Board approval:

Properties with over 60 feet of frontage: a maximum of \$ 2,500 for architectural services; and
a maximum of \$25,000 for construction.

Properties with 60 feet of frontage or less: a maximum of \$ 1,500 for architectural services; and
a maximum of \$10,000 for construction.

Grants are for storefront improvements and cannot exceed the lessor of: (1) 50% of the total cost of each portion of the project, or (2) the maximum amount allowed for each portion of the project as stated above. Only façade improvements on a side of a building that faces a right of way are eligible. The property owner must undertake all the work and pay for all work performed prior to the grant being paid. Costs for maintaining a building do not qualify. Owners desiring to obtain preliminary approval for a grant are encouraged to submit a preliminary application with a budget and project plans to the CRA Director for consideration by the CRA Board. Upon completion of the project, the owner shall submit this application with supporting documents (before and after pictures, copy of project invoices, copy of building permit, copy of certificate of completion) to request reimbursement. Once the application is complete, the CRA Director will present the application package to CRA Board for final approval. **FINAL GRANT APPROVAL IS DISCRETIONARY AND SUBJECT TO CRA APPROVAL. PRELIMINARY APPLICATIONS ARE ENCOURAGED.** A check in the amount of the approved reimbursement will be issued to the property owner.

APPLICANT INFORMATION

Property Owner

Last Name: _____ First Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

SUBJECT PROPERTY INFORMATION:

Street Address: _____ Parcel ID #: _____ - _____ - _____
City: _____ Lynn Haven _____ State: FL ZIP: 32444 _____

PROJECT INFORMATION:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Is the property located within the Lynn Haven CRA? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the property have a store frontage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Does the project comply with the City's <i>Unified Land Development Code</i> and the <i>2010 Florida Building Code</i> ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Does the project meet the Lynn Haven CRA's architectural design guidelines? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the property <u>less than</u> 60 feet of road frontage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the property <u>more than</u> 60 feet of road frontage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Anticipated cost of all improvements | _____ \$ | |
| 8. Amount to be requested from CRA | _____ \$ | |
| 9. I hereby acknowledge that the certificate of completion for this project has to be issued prior to the end of the current Fiscal Year. The City's current Fiscal Year ends_____ . | | |

Please attach the following documents to this application*:

- | | |
|--|--------------------------|
| 1. A site plan or survey that accurately reflects the property as it is today. | <input type="checkbox"/> |
| 2. A legal description of the property (<i>see www.baypa.net</i>) | <input type="checkbox"/> |
| 3. A copy of the issued construction permit for the renovation project. | <input type="checkbox"/> |
| 4. A narrative describing the improvements the owner is undertaking. | <input type="checkbox"/> |
| 5. A copy of the exterior construction plans | <input type="checkbox"/> |
| 6. A copy of project invoices for qualified expenses. | <input type="checkbox"/> |
| 7. Before and after pictures of the project. | <input type="checkbox"/> |
| 8. A copy of the certificate of completion for this project. | <input type="checkbox"/> |
| 9. If the property is not represented by the individual owner, a signed and notarized statement must be submitted giving an individual the rights and responsibilities of representing the owner and the property to and before agents of the Lynn Haven Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property. | <input type="checkbox"/> |

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Complete applications should be submitted to the Lynn Haven CRA office located at 825 Ohio Ave., Lynn Haven, FL 32444. For further information, please contact CRA Director Ben Janke at 850-265-2121 or bjanke@cityoflynnhaven.com.

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Print Owner's Name

Owner's Signature

Date