



CITY OF ORMOND BEACH

v3.2013

Planning Department

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BUILDING IMPROVEMENT GRANT PROGRAM - APPLICATION

For Planning Department Use

Application Number

Date Submitted

APPLICANT INFORMATION

This application is being submitted by: Property Owner Agent on behalf of Property Owner*

Name

Full Address

Telephone Email

* If this application is being submitted by a person other than the property owner, please provide the following Property Owner Information as well as a notarized letter designating you as agent.

PROPERTY OWNER INFORMATION**

Name

Full Address

Telephone Email

** If the property owner does not reside on the property for which the application refers, please provide the following details.

PROPERTY DETAILS

Full Address

Parcel ID Number

IMPROVEMENT TYPE

- Exterior Modification
- Expansion of Existing Buildings
- Awning(s)
- Exterior Energy retrofitting of building
- Landscaping
- Signage
- Other, please specify:

PROPERTY DETAILS

- Completed BIGP application form including completion of pre-application meetings.
- Proof of ownership or a notarized letter of authorization from the property owner.
- A summary of work to be performed.
- Three bids for projects \$3,500 and over or one bid for projects under \$3,500.
- Color photo documentation of existing conditions.
- Architectural rendering or sketch detailing the scope of work that the grant shall fund furthering the Downtown Design Guidelines.
- Color and material samples to be used.

PROPERTY DETAILS (continued)

- Documentation showing building with gross leasable area less than 50,000, and for single tenants, square footage less than 7,500.
- Detailed worksheet itemizing the project costs.
- Maintenance acknowledgement.
- Shared parking agreement.

CERTIFICATION

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR THE BUILDING IMPROVEMENT GRANT FUNDING TO BE APPROVED, I MUST AGREE TO THE FOLLOWING CONDITIONS:

1. To follow the design guidelines and plan approved by the City Commission;
2. To adhere to the application procedures and guideline and the grant conditions as specified in this packet.
3. That I shall incur all initial project costs and receive reimbursement only after:
 - A. All improvements have been completed.
 - B. Final inspection of the improvements has been approved.
 - C. Proof of payment for project costs have been received.
4. Additional improvements or changes not approved shall not be funded.

I ACKNOWLEDGED THAT I HAVE RECEIVED AND UNDERSTAND THE BUILDING IMPROVEMENT GRANT PROGRAM CONDITIONS AND GUIDELINES AND SHALL FOLLOW ALL CONDITIONS ADOPTED BY THE CITY COMMISSION, ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY; and by submitting this application, I hereby certify that the information provided above is true and correct to the best of my knowledge.

Signature: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of ____, 20 ____, by _____, as _____ (title*) for _____ (name of corporation*), () who provided _____ as identification, or () who is personally known to me.

Notary Public, State of Florida
My Commission Expires:

* If you are executing this document on behalf of a corporation please complete the spaces with your title and the name of your company as indicated.