



The CITY OF ORMOND BEACH

Planning Department
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DOWNTOWN COMMUNITY REDEVELOPMENT AREA BUILDING IMPROVEMENT GRANT PROGRAM APPLICATION

SECTION 1: APPLICANT INFORMATION

Applicant Name:
Property Owner:
Business Address:
Business Name:
Mailing Address:
Mailing Address (City, Zip):
E-mail Address:
Phone Number:
Total Eligible Project Cost:
Grant Assistance Requested:

SECTION 2: TYPE OF IMPROVEMENT PLANNED

Please check all that apply:

<input type="checkbox"/> Exterior Renovation	<input type="checkbox"/> Expansion of Existing Buildings
<input type="checkbox"/> Awnings	<input type="checkbox"/> Exterior Energy retrofitting of the building
Improvements Associated with the Building Improvements:	
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage
<input type="checkbox"/> Other (Please Specify)	

SECTION 3: CHECKLIST

1. Completed BIGP application form including completion of pre-application meetings.	
2. Proof of ownership or a notarized letter of authorization from the property owner.	
3. A summary of the scope of work to be performed.	

4.	Three bids for projects \$3,500 and over or one bid for projects under \$3,500.	
5.	Color photo documentation of existing conditions.	
6.	Architectural rendering, or sketch detailing the scope of work that the grant shall fund furthering the Downtown Design Guidelines.	
7.	Color and material samples to be used.	
8.	Documentation showing building with gross leasable area less than 50,000, and for single tenants, square footage less than 7,500.	
9.	Detailed worksheet itemizing the project costs.	
10.	Maintenance acknowledgement.	
11.	Shared parking acknowledgement	

SECTION 4: ACKNOWLEDGEMENT AND UNDERSTANDING OF GRANT CONDITIONS

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 guidelines 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 has been received.**
4. Additional improvements or changes not approved shall not be funded.

I ACKNOWLEDGE 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

APPLICANT'S SIGNATURE

EXECUTION DATE

PRINT NAME: _____

TITLE: _____