



COMMERCIAL & INDUSTRIAL PROPERTIES BEAUTIFICATION GRANT PROGRAM GUIDELINES

A. GRANT PROGRAM

The Bayfront Community Redevelopment District Beautification Grant Program is designed to assist and help offset the cost of installing new signage, upgrading parking facilities, demolishing substandard structures, and installing new landscape materials or redesigning an existing area with new plant materials and or an irrigation system. The financial portion of the grant will fund up to 50 percent of the actual costs of the eligible improvements (all landscape materials are eligible) with an amount not to exceed \$2,000 per program and \$5,000 total maximum per property. The funds will be provided on a reimbursement basis once all work is complete. Complete backup documentation is required for reimbursement. Once work has been completed, the owner(s) shall submit copies of all paid invoices along with cancelled checks to the Bayfront Community Redevelopment Department (the Department). The City will conduct an inspection of the work and if approved, the Department will recommend reimbursement within two (2) weeks.

B. PROGRAM OBJECTIVES

A primary objective of the Bayfront Beautification Grant Program is to encourage commercial and industrial property owners to maintain the appearance of their property and business premises in an exemplary manner and to set the example for others to follow.

The Bayfront Beautification Grant Program is designed to offer reasonable and proportionate financial assistance to a commercial/industrial property owner to periodically invest or reinvest in the landscape and or building appearance of his/her property.

C. ADMINISTRATION

The Bayfront Redevelopment District Beautification Grant Program will be administered by the Department. Applications will be received on an ongoing basis as long as the program is in force and funding is available. Each business will be considered independently on a first-come basis.

A **pre-application meeting** between the prospective applicant, and the Department is mandatory as a means of answering questions, clarifying issues, and in general expediting the application process.

The program will be funded from the Bayfront Community Redevelopment District tax increment fund through the Bayfront Redevelopment Agency's budget allocation.

D. CONSISTENCY WITH LOCAL GOVERNMENTAL REGULATIONS

The eligible business must demonstrate consistency with the City of Palm Bay’s Comprehensive Plan and Land Use and Development Regulations. Grant recipients shall be in compliance with all City codes.

E. PROGRAM ELIGIBILITY

Application for grants must be made by the property owner(s) of record. To be eligible for this program, the building must be located in the Bayfront Redevelopment District (see Attachment “A”), must be zoned either commercial, mixed-use, or industrial and the primary or proposed use must be for commercial/industrial purposes. The property owner(s) must also provide the City staff with a complete application including all supporting documentation substantiating both the general and specific criteria. Property owners must supply the necessary matching funds in the project to be considered for funding.

To become eligible to receive a landscape grant, it is required that the business/property be clean, and attractive with no visual signs of neglected building maintenance. All applicants must be property tax paying active business entities located within the Bayfront Community Redevelopment District. All property taxes must be current.

F. GENERAL CRITERIA

It should be generally understood that the Bayfront Beautification Grant program is designed to promote the general aesthetic improvement of the Bayfront Community Redevelopment District’s business area. The beautification element is only one essential part of the Bayfront “Restore and Landscaping” programs.

Improvements must begin within thirty (30) days following approval by the Department as well as the other City departments that are responsible for reviewing the project. Work is to be completed within thirty (30) days from the date of the Notice to Proceed issued by the owner, unless otherwise authorized.

G. SPECIFIC CRITERIA

LANDSCAPE GRANT:

Landscape Plan

The applicant will submit a landscape site plan indicating pertinent dimensions, parking spaces, other vehicular use areas, access aisles, signage, driveways, source of irrigation water supply, location and size of all landscape materials and existing plants and trees. The applicant must also include the location of wheel stops, location and size of buildings and other structures.

Irrigation/Water Supply

All landscaped areas shall be provided with an irrigation system or available water supply with at least one (1) outlet located within one hundred fifty (150) feet of the plant material.

Plant Selection

The quality of all plant materials will be Florida Grade No. 1 or better as specified by Florida Department of Agriculture. Plantings shall be designated by common and or scientific name and located in conformance with specific requirements of the city ordinance, Section 185.142 (see Attachment "B"). See the Attachment "C" for "plant suggestions." The suggested list includes trees, shrubs and ground cover.

Maintenance

Constant care is required in the first year to ensure that the root system extends into the soil and to ensure that plants fill out in a healthy manner by minimizing excessive top growth. Annual maintenance is equally important. The grant recipient will sign an agreement (Attachment "D") with the Department to maintain the approved landscape project. The required maintenance program should include an annual fertilizing schedule (two or three times a year), an annual mulch replacement schedule, and an annual plant replacement element. Failure to maintain the property to the standards of the agreement will result in a City code violation and the property owner(s) may be subject to the repayment of all landscaping grant funds that have been extended for the project.

SIGNAGE:

Signage improvements shall include detached signs and wall signs and all the components that are customarily associated with a sign. The City wide sign code shall be adhered to. The location of proposed free standing signs shall be depicted on a survey of the property. The color, construction and material of any sign should be compatible with the architecture on the site. Specification drawings shall be submitted that show the design, color, construction, and material of each sign. Any sign work must obtain permits from the City of Palm Bay Building Department.

PARKING LOT IMPROVEMENTS:

Parking lot improvements shall include such items as paving, drainage, striping, wheel stops, curbing, lighting, side walks, etc. Any parking lot improvements shall comply with any City of Palm Bay Code and St. John River Water Management permit requirements. Paving and drainage improvements are permitted by the Land Development Division of the City. Lighting and electrical improvements will require a City Building Permit.

DEMOLITION:

Any demolition work must meet all City of Palm Bay Code and Building Permit requirements. Demolition Permits shall be obtained from the City of Palm Bay Building Department.

H. AGREEMENT TO MAINTAIN

The applicant agrees and covenants that in the event the applicant receives and accepts any grant money, the applicant shall maintain the project in which the proceeds are to be used in good and attractive condition (see Attachment "D"). Any landscaping installed with grant monies or in connection with the project for which grant monies are being extended shall be maintained and irrigated as necessary. Additionally, any dead or missing vegetation must be promptly replaced. If the applicant fails to do so after thirty (30) days written notice from the Department, the Department shall have the right, in addition to all other remedies available to it, including any remedies of the City of Palm Bay Code Enforcement Board, to bring an action in the court of appropriate jurisdiction to recover all grant funds extended, regardless of the extent of the failure to maintain and the City/Bayfront Community Redevelopment Agency shall have the right to collect any attorney fees and/or costs incurred from bringing such action.



COMMERCIAL & INDUSTRIAL PROPERTIES BEAUTIFICATION GRANT APPLICATION

**Administered by: City of Palm Bay's Bayfront Community -
Redevelopment Department**

The Bayfront Community Redevelopment Agency sponsors a Beautification Grant Program to benefit property owners in the Bayfront Community Redevelopment Area. Grants of up to \$2,000 per program with a total maximum of \$5,000 per property are available for landscaping, signage, parking lot improvements, and demolition work to qualified owners. The City of Palm Bay Bayfront Community Redevelopment Department provides advisory assistance with the program. For more information or for pre-application counseling, please contact Tim Ford, Palm Bay Bayfront Community Redevelopment Department, Riverview Professional Office Building, 3790 Dixie Highway, NE, Unit B, Palm Bay, FL 32905, (321) 952-3400.

APPLICANT'S NAME: _____ **Ph:** _____

MAILING ADDRESS: _____

BUSINESS NAME: _____

PROPERTY ADDRESS: _____

PROPERTY LEGAL DESCRIPTION: _____

(Attach if necessary)

TOTAL ESTIMATED COST OF THE BEAUTIFICATION PROJECT: _____

GRANT FUNDS REQUESTED (Maximum \$2,000.00/Program; Maximum of \$5,000/Property award):

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION:

1. Copy of property deed as proof of ownership.
2. Copy of all lease agreements.
3. Proof of insurance.
4. Two written estimates or bids.
5. Development plan (i.e. landscape plan, sign plan & specifications, paving & drainage plans, etc.) meeting the criteria listed in the Program Guidelines.
6. Color photos of existing site to be improved.

**BAYFRONT REDEVELOPMENT AGENCY
COMMERCIAL & INDUSTRIAL BEAUTIFICATION GRANT APPLICATION
PAGE 2**

Please indicate the Beautification Program that you are requesting:

Landscaping_____ **Signage**_____ **Parking Lot**_____ **Demolition**_____

IF YOU ARE REQUESTING A LANDSCAPE GRANT, PLEASE LIST THE LANDSCAPING COMPONENTS THAT ARE TO BE INCLUDED IN THE PROJECT:

- | | |
|--|---|
| <input type="checkbox"/> Brick pavers | <input type="checkbox"/> Planter bed border materials |
| <input type="checkbox"/> Decorative stones/elements | <input type="checkbox"/> Shrubs |
| <input type="checkbox"/> Fertilizer | <input type="checkbox"/> Sod |
| <input type="checkbox"/> Ground cover | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Irrigation/sprinkler components | <input type="checkbox"/> Other, specify_____ |
| <input type="checkbox"/> Land fill | _____ |
| <input type="checkbox"/> Mulch | _____ |

APPLICATION CERTIFICATION:

I certify that all the information stated in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant under the Bayfront Redevelopment Agency's Beautification Grant Program, and is true and complete to the best of my knowledge and belief. I also give the Bayfront Redevelopment Agency permission to complete the verification of this application from any source named herein.

I understand that before the approval of funds can be granted by the Bayfront Redevelopment Agency, review and approval of the proposed improvements must be completed. I also understand that I must comply with all applicable city and program regulations.

SIGNATURE OF APPLICANT_____ **Date**_____

PRINTED NAME OF APPLICANT_____

Do not write below this line - To be completed by Staff

Total Amount of Grant to be Awarded: _____

APPROVED BY: _____ **BCRA Administrator**

_____ **City Manager**

**ATTACHMENT “D”
MAINTENANCE AGREEMENT**

I UNDERSTAND THAT IN ORDER FOR MY REQUEST FOR BEAUTIFICATION GRANT FUNDING TO BE APPROVED, THAT I AGREE TO THE FOLLOWING:

1. Any landscaping installed with grant monies or in connection with the project for which grant monies are being extended shall be maintained and irrigated as necessary.
2. Any dead or missing vegetation must be promptly replaced.
3. Failure to replace dead or missing vegetation within thirty (30) days notice by the Bayfront Community Redevelopment Department may result in the City/Bayfront Redevelopment District using legal remedies to recover all grant funds extended, regardless of the extent of the failure to maintain, including the right to collect attorney fees and court costs.
4. Sign and parking lot improvements constructed with grant funds shall be maintained to the fullest extent possible. Failure to maintain sign and parking lot improvements may result in Code Enforcement action.

I ACKNOWLEDGE THAT I HAVE RECEIVED AND UNDERSTAND THE BAYFRONT REDEVELOPMENT DISTRICT BEAUTIFICATION GUIDELINES AND THE BEAUTIFICATION GRANT MAINTENANCE AGREEMENT.

Applicant Signature

Date