

Sanford Community Redevelopment Agency

Commercial Redevelopment Grant Program

Purpose:

The purpose of the Sanford CRA Commercial Redevelopment Grant Program is to encourage private investment for redevelopment of existing projects in the Sanford Community Redevelopment Area. Eligible projects are those that exceed \$20,000, excluding furniture, fixtures and/or equipment.

Funding:

The program provides a commercial redevelopment grant, up to 20% of eligible costs, not to exceed \$100,000, if approved by the Board. Funds are appropriated annually and available on a first-come first-served basis. The award of funds is not guaranteed and applicants should not consider funding an entitlement. Meeting program guidelines is not the only consideration for funding. Grants are awarded based on project merits and the goals and objectives of the SCRA. Grants are awarded by physical address and/or project. ONLY one CRA grant award is permitted per address for every 10 years.

Eligibility Requirements:

The Commercial Redevelopment Grant is available to property owners located within the Sanford Community Redevelopment Area. Applicants must propose a permitted/conforming use within the SCRA.

Applications will NOT be accepted from property owners who are delinquent on property taxes. Applicants must not have outstanding code violations or code liens. Applicants must have a current Business Tax Receipt (BTR) if applicable.

Applications MUST be submitted before any work is started. This includes pulling permits or physically performing any work on the site whatsoever. Any work done in advance of the application is excluded from the program.

Eligible Improvements:

The Commercial Redevelopment Grant Program provides funds for redevelopment projects that are consistent with the Sanford Land Development Code, all applicable overlays and the SCRA Master Plan. Funds may be used for the following improvements:

- Demolition
- Contamination Removal
- Site Work/Utilities
- Exterior construction including doors/windows/roof
- Parking and lighting
- Sidewalks
- Landscaping
- Signage/Awnings/Architectural Features

- LIMITED interior redevelopment if approved by the Board, not to exceed 10% of the award

Note: All architectural designs, materials, and colors must be reviewed and approved by City of Sanford's Planning staff.

Application Process:

Applications will be accepted on a monthly basis. The application deadline is the 15th of each month. Application forms are available at the SCRA website or in person at the Sanford Information Center, 230 East First Street, Sanford, Florida 32771.

The Applicant must complete the application and submit the form with supporting documentation to the SCRA Executive Director for processing. The application documents must include:

1. Completed and Signed Application
2. Description of the proposed project
3. Evidence property taxes are current
4. Evidence business taxes are current (BTR)
5. Renderings/Elevations/floorplans
6. Drawings
7. Construction Bids (3)
8. Color and material samples
9. Budget
10. Sources and Uses of funds
11. Photos of existing conditions
12. W-9

The Applicant is responsible for all permits, impact fees, design fees, developer fees, consulting fees or other costs that are not true construction materials, supplies or labor to construct the new structure.

Staff will review the submittal and will either approve the application for advancement, request additional information needed for further evaluation, or deny the request entirely. If staff denies the application, the Applicant has a right to appeal. The Applicant must appeal within 30 days of being notified of the denial. The appeal must include a letter specifically citing reasons the Board should reconsider the request and why the project meets the goals and objectives of the SCRA Master Plan. The Board will hear the appeal letter at its regular meeting and determine if the application should be reviewed further. Any further appeals shall be governed by applicable City of Sanford regulations, Ordinances and Florida law.

If the grant is approved, Applicant must enter into a SCRA Commercial Redevelopment Grant Agreement, a security instrument must be recorded on the property and a Notice of Commencement must be recorded BEFORE the work begins. Monthly progress photos will be emailed to the SCRA Executive Director while the project is ongoing. Recipients have one year to complete the improvements with one possible extension. All awarded funds must be expended by the third year.

Once the improvements are complete the recipient must provide the following for reimbursement of awarded costs.

1. Letter requesting funding from the SCRA
2. Copies of invoices – all eligible/awarded costs
3. Receipts or Cancelled Checks - all reimbursable costs
4. Final Lien Waiver – to the General Contractor and/or each provider of eligible costs as required
5. Certificate of Occupancy/Certificate of Completion
6. Before and after photos

The SCRA will order a title search before issuing reimbursement which shall be paid for by the SCRA.

Projects are selected on the merits of their design, aesthetics, functionality, safety, and overall adherence to the SCRA Master Plan goals and objectives.

Signed: _____ Date: _____

Completed applications and accompanying documents should be mailed or hand delivered to:

Pamela Lynch, CRA/Economic Development Project Manager, Sanford Community Redevelopment Agency, 230 East First Street, Sanford, FL 32771



CITY OF
SANFORD
COMMUNITY REDEVELOPMENT AGENCY

Sanford Community Redevelopment Agency
Commercial Redevelopment Grant Application

Owner's Name: _____

Owner's Address: _____

Project Address: _____

Daytime Phone: _____ Fax Number: _____

Email Address: _____

The Commercial Redevelopment Grant is available to **deeded property owners only**. This grant is designed to encourage redevelopment of existing properties within the Sanford Community Redevelopment Area. To apply, the redevelopment project must engage several trades, and project costs must exceed \$20,000 (excluding furniture, fixtures, and equipment). This grant is limited to 20% of eligible costs, not to exceed \$100,000. A signed grant agreement will be required. **ONLY** one CRA grant award is permitted per address for every 10 years.

Please answer the following eligibility questions: (attach additional sheets as necessary)

1. How will your project improve the Sanford Community Redevelopment Area?
2. How will your project spur additional development and private investment?
3. How will your project help fill empty retail spaces?
4. How will your project increase employment opportunities?
5. How will your project increase area property values?

Please provide the following information for consideration:

1. Attach proof of ownership.
2. Attach evidence the property is located within the SCRA.
3. Attach evidence property taxes are paid.
4. Attach evidence business taxes are paid.
5. Attach evidence the property is free of liens and code violations.
6. Attach Photos of the existing condition.

7. Attach the Scope of Work.
8. Attach drawings and specifications.
9. Attach the project budget.
10. Attach Performa (including all sources of funding).
11. Attach three bids from contractors licensed to perform the work.
12. Color and material samples.
13. Attach W-9.
14. Attach a signed copy of the program criteria.

Signed: _____ Date: _____

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Redevelopment Agency, 230 East First Street, Sanford, FL 32771