



## **COMMERCIAL FAÇADE FUNDING PROGRAM**

- **ELEGIBILITY CRITERIA**
- **APPLICATION**
- **CHECKLIST**

**Please read instructions thoroughly before completing application. Use the checklist to verify that all required documentation is included. Application must be signed and dated. Incomplete applications will not be considered for funding.**

**For any questions, contact:**

**City of Deerfield Beach  
Community Redevelopment Agency  
Kris Mory, Director  
1601 E Hillsboro Blvd  
Deerfield Beach, FL 33441  
(954) 480-4262T  
[atemple@deerfield-beach.com](mailto:atemple@deerfield-beach.com)**

## **FUNDING:**

1. All funding is subject to approval by the Deerfield Beach Community Redevelopment Agency (CRA) Board.
2. The recipient must be the property owner, as evidenced by a deed.
3. Applicants may receive funding on a one-to-one (public to private) matching basis. The funds will be provided as a reimbursement once all work is complete. One hundred percent of all backup documentation is required prior to reimbursement, including copies of all City of Deerfield Beach building permits and completed inspection reports for the project. The maximum funding amount is \$100,000 - most projects will qualify for less than the maximum based upon building size as explained below. Furthermore, all projects are eligible to receive at least \$12,500 regardless of building size.
4. All private funds must be invested and related work elements completed prior to the release of CRA funds. The owner will be responsible for any and all debt incurred.
5. All funds provided by the CRA shall be in the form of a Deferred Payment Note filed as a lien on the property title to ensure the maintenance and protection of funded improvements for a five-year period.
6. Repayment is required if, prior to a five-year period, property ownership transfers or funded improvements are removed or otherwise unmaintained. Otherwise, after five years the lien will be released.
7. Funding for the Commercial Facade Program is reserved on a first come - first served basis subject to eligibility and the annual budget allocation for the program. An application which is not funded solely because program funds are depleted may be resubmitted on the first day of the following fiscal year and thereby secure its place in line.
8. Applicants MAY NOT re-apply prior to a five -year period. **CRITERIA:** (Threshold criteria that all applicants must meet)
  1. The project must be for commercially-zoned or community-facility zoned property in the Community Redevelopment Area.
  2. The application package must be complete.
  3. Project design must be consistent with the design criteria adopted in the Community Redevelopment Plan.

## **CALCULATION OF MAXIMUM FUNDING AMOUNT**

<b>1<sup>st</sup> Floor</b>	<b>\$200 per lineal foot of building frontage</b>
<b>Top Floor</b>	<b>\$150 per lineal foot of building frontage (if improvement required)</b>
<b>Additional Floors</b>	<b>\$50 per lineal foot of building frontage (if being improved)</b>

**ELIGIBLE EXPENSES:**

1. Exterior improvements that protect the structural integrity of the building provided the improvements are visible from the public right-of-way (not including unimproved right-of-way and/or alleys).
2. Exterior lighting
3. Landscape improvements
4. Awnings
5. Signage
6. Painting/Stucco/Siding
7. Site amenities such as dumpster enclosures and/or concrete paver features provided the improvements are visible from the public right-of-way (not including unimproved right-of-way and/or alleys).

**PLEASE ATTACH THE FOLLOWING TO THE APPLICATION:**

1. Copy of Deed/Proof of Ownership
2. Estimates/quotes/bids for all costs associated with the project from a licensed architect, engineer or contractor ("Sweat equity" hours will not be credited).
3. Complete, written description of all rehabilitation work planned (typed or printed).
4. Detailed concept drawings of improvements prepared by a registered architect, landscape architect or engineer including measured and labeled elevations clearly indicating building height and lineal feet of building frontage.
5. Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. The Commercial Facade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and subcontractors have been paid in full.
6. Proof of insurance coverage (Please ask your insurance agent for the Accord Form).
7. Anticipated time frame for improvements.

**APPLICATION PROCESS:**

No improvements are to begin prior to Community Redevelopment Agency Board approval. Improvements started before board approval will not be reimbursed.

1. Completed application packets are to be submitted to the CRA. Mail or hand deliver the application with all attachments to:  
Kris Mory  
Community Redevelopment Agency  
City of Deerfield Beach  
1601 E Hillsboro Blvd  
Deerfield Beach, FL 33441
2. CRA Staff will review application for consistency with CRA Plan and Program Criteria.
3. CRA design committee will review completed applications.

4. Award of funding is subject to approval by the Deerfield Beach Community Redevelopment Agency (CRA) Board.

#### **REIMBURSEMENT PROCESS:**

1. If approved by the CRA Board, property owner may then proceed to begin work (proper City of Deerfield Beach building permits required).
2. Upon full completion of the improvements, property owner should deliver copies of all receipts for the improvements listed on the initial application to the CRA.
3. Itemized receipts must clearly demonstrate that the contractors and/or suppliers have been paid in full by the applicant. Each receipt must clearly cite the applicant as the payor. If the applicant's name is not listed on the receipt as such, any costs contained therein will not be reimbursed. Additional improvements not approved as part of the original application will not be reimbursed.
4. Copy of the release of contractor lien on property.
5. Property owner must provide copies of all applicable City of Deerfield Beach building permits and completed inspection reports obtained for improvements when submitting receipts.
6. Color photo essay of completed project.
7. All copies of receipts, permits, inspection reports, releases and photos must be submitted at same time. Only one reimbursement check will be processed for any one applicant. There will be no partial reimbursements.
8. Reimbursement will be processed once Deferred Payment Note is signed by applicant (owner) and recorded. **Any document stamp fees incurred from recording will be deducted from reimbursement total.**
9. Any documentation submitted by the property owner becomes public record and will be kept on file with the Deerfield Beach Community Redevelopment Agency.

**DEERFIELD BEACH COMMUNITY REDEVELOPMENT AGENCY**

**COMMERCIAL FAÇADE PROGRAM**

**APPLICATION**  
*(PLEASE TYPE OR PRINT)*

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Business Name: \_\_\_\_\_

Description of Planned Improvements (You may attach additional typed/printed sheets if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Project Cost: \_\_\_\_\_

CRA Funds Requested: \_\_\_\_\_

**ADDITIONAL SITE DOCUMENTATION REQUIRED**

**Please attach the following:**

- \_\_\_\_\_ All detailed exterior building elevations, height and scale element.
- \_\_\_\_\_ Color sample specifying exterior surface treatment.
- \_\_\_\_\_ Landscape plan (if applicable)-Show location, type and size of planting.
- \_\_\_\_\_ Color photographs of subject site features and adjacent properties and buildings.

**For signage, attach the following:**

- \_\_\_\_\_ Dimensions, lettering style and sizes, materials and mounting details.
- \_\_\_\_\_ Color samples and colors noted on drawings
- \_\_\_\_\_ Lighting details including type, intensity and mounting specifications
- \_\_\_\_\_ Building elevations for all wall signs-illustrating dimensioned location of sign.
- \_\_\_\_\_ Survey showing location of free-standing sign. Landscape drawings must also be provided indicating size, type and location of material for all free-standing signs.
- \_\_\_\_\_ Photos of signs on abutting and subject properties.

**Please Read:** By signing below, I acknowledge that I have read and understand the instructions associated with this program. I understand that if I fail to abide by the instructions, my application may be disqualified. I further acknowledge that I understand that funding for the Commercial Facade Program is limited. As such, there is a risk that even if my application meets all requirements, I may not be approved for funding in this fiscal year.

**Signature & Date**

\_\_\_\_\_

**END OF APPLICATION**  
**CHECKLIST**

**Before you submit the application, verify that you have attached/completed each of the following. Incomplete applications will not be considered for funding.**

\_\_\_\_\_ Copy of Deed/Proof of Ownership

\_\_\_\_\_ Estimates/quotes/bids for all costs associated with the project from a licensed architect, engineer or contractor ("Sweat equity" hours will not be credited).

\_\_\_\_\_ Complete, written description of all rehabilitation work planned (typed or printed).

\_\_\_\_\_ Additional site documentation requested in application.

\_\_\_\_\_ Evidence (such as a letter from your banker) of available private funds to pay for the rehabilitation. The Commercial Facade Program is a reimbursement program in which funds are paid to owners after receipts have been given to the city showing that all contractors and subcontractors have been paid in full.

\_\_\_\_\_ Proof of insurance coverage (Please ask your insurance agent for the Accord Form).

\_\_\_\_\_ Signature and date on application.

**REMEMBER:**

**Do not begin any improvements prior to CRA**  
**Board Approval and building permit**  
**issuance.**