



**CITY OF
MOUNT
DORA**

**NORTHEAST COMMUNITY
REDEVELOPMENT AGENCY**

Grandview Business District Visual Improvement Program Overview

PROGRAM DETAILS

VISUAL IMPROVEMENT PROGRAM (VIP):

- Designed to help reduce urban blight
- Serves as a catalyst for improvements to other nearby properties
- Helps bring properties up to City code standards
- Provides financial assistance for significant exterior improvements. (For example, painting alone would not be sufficient.) Interior improvements are not eligible.
- Rebates 100 percent — up to a maximum of \$10,000 — of a project's renovation/upgrade hard construction costs
- Owner must pay for soft costs, including architect, engineer, permitting, etc... These costs are not reimbursable.
- Funding available annually on a first-come, first served basis. Once all fiscal- year funds have been expended, no further applications for that year will be accepted.

TIME FRAME:

- Application process takes approximately 60 calendar days once all necessary documents and materials are received from the applicant.
- All projects receiving VIP funds must be completed within 180 calendar days of the date application is approved by City of Mount Dora Northeast Community Redevelopment Agency projects not completed within the specified 180 days forfeit all approved and allocated VIP funds.
- Reimbursement of funds takes approximately 30-60 calendar days once copies of all paid invoices, cancelled checks and photos of completed project, are received. (The Northeast CRA reserves the right to pay applicant in one lump sum or installments.)

PROPERTY/BUSINESS REQUIREMENTS:

- Located within the Grandview Business District, within the Northeast CRA Area
- Must be zoned C-1 commercial.
- Property with multiple retail tenants and/or vacant store fronts are considered on a case-by-case basis
- Visible from a street, sidewalk or public right-of-way
- Free of all mechanic's liens
- Must pay ad valorem taxes on the property
- Work must result in a combination of significant exterior visual improvements. Examples: façade upgrades; parking facilities; matching signage; painting; lighting; new or repaired/replaced windows, doors and awnings; window tinting; improved entryways; extensive cleaning; exterior security systems; and external improvements required to bring a building/property up to code.

REQUIREMENTS (continued)

- Permanent landscaping may be covered in this program, but must comply with city codes and ordinances and be consistent with any development plans adopted by the Northeast CRA. (Check with the city's Planning and Development Department at 352.735.7112 or plandev@cityofmounddora.com before submitting VIP application forms.)
- Additions and expansions to buildings that will benefit the overall appearance of the property may be eligible.
- Demolition of obsolete structures or signage improvements may apply when undertaken as part of an overall renovation project.
- Work such as HVAC installation/replacement and roof repairs do not apply unless they are done in conjunction with substantial exterior visual improvements.
- Funds may not be used for working capital, purchasing property, equipment or inventory acquisition, and/or refinancing of existing debt or private funding.

INELIGIBLE PROPERTIES:

- Single-family residential properties
- Multifamily residential properties not part of a larger mixed-use development
- Properties or projects not meeting eligibility requirements
- Businesses prohibited by the City of Mount Dora

APPLICANT REQUIREMENTS:

- No corporate or personal bankruptcy proceedings within the past five years
- No past-due federal, state, county or city of Mount Dora tax bills
- No past-due bills or debts to the city of Mount Dora or the Northeast CRA
- Show proof of a current city of Mount Dora Business Tax Receipt for both the property owner and tenant
- Supply copy of property owner's deed
- If landlord, provide current tenant list and/or leasing plan
- If a tenant, supply lease with at least five years occupancy remaining
- If tenant, provide signed and notarized copy of VIP Real Property Owner Consent form
- Make brief presentation at a Northeast CRA Advisory Committee meeting. It is preferable that the owner attends, but a knowledgeable owner's representative may also make the presentation, as well as accompany an owner.
- Receive Northeast CRA Advisory Committee approval before beginning work. Any work started prior to this approval will be the applicant's responsibility. Applicant must apply for and be issued a city building permit before commencing renovations or new construction, if applicable.
- Complete all improvements within 180 days of Northeast CRA Advisory Committee approval
- Prior to receiving matching contribution, submit all paid invoices, cancelled checks and photos of completed project. (The Northeast CRA reserves the right to refuse payment for any change orders not authorized prior to construction commencement.)
- Maintain and sustain improvements

APPLICATION CHECKLIST:

All information included in this checklist must be submitted to the Northeast CRA staff before they can begin the process:

- All documents signed by person certified as one of company's principals.
- List of proposed improvements with estimated project costs
- Notarized & signed VIP Real Property Owner Consent form (Landlord completes if not owned by the applicant)
- Copy of current city of Business Tax Receipt for property owner and tenant
- Copy of property owner's deed
- If a tenant, lease with at least five years occupancy remaining
- Landlord's current tenant list or leasing plan, if applicable
- Completed W-9 form
- All applicable contractor bids
- High-quality "before" images of property from all sides/angles *
- High-quality images of renderings of proposed project *
- Three written contractor bids for all work being done or justification for why only one bid submitted

* Please send three to four separate high-resolution jpegs of "before" photos and a few separate high-resolution jpegs of your "after" renderings. These are needed for the PowerPoint presentation we will put together for you when you make your presentation to the Northeast CRA Board.

**Grandview Business District Visual Improvement Program Application
City of Mount Dora Northeast Community Redevelopment Agency**

APPLICANT INFORMATION

Applicant's Name: _____
Applicant's Corporate Name: _____
Applicant's Corporate Business Address: _____
Name of Business at Project Address: _____
Applicant's City of Mount Dora Business Tax Receipt #: _____
Federal Tax ID Number or Social Security Number: _____
Applicant's Phone Numbers: _____ Business _____ Cell _____
Applicant's Email Address: _____
Is Applicant the property owner or a tenant proposing the façade improvements? ___ Owner ___ Tenant

PROPERTY INFORMATION

Property Owner's Name: _____
Property Owner's Mailing Address: _____
Property/Project Address: _____
AltKey Number(s): _____
Name of Tenant(s): _____
Lease Expiration Date: _____ Option to Extend: ___ Yes ___ No How Long: ___ Years
Property Manager: _____ Phone: _____ Email: _____

1. Is the proposed project located in the current Northeast CRA? ___ Yes ___ No
2. Is the proposed project located in the Grandview Business District? ___ Yes ___ No

Total Applicant Funds: _____ Total Anticipated Grant Request: _____

5. Current Number of Employees: Full-Time _____ Part-Time _____ Contract _____

Number of Employees (Post Project Completion): Full-Time _____ Part-Time _____ Contract _____

Number of Construction Workers for Project: _____

Current and/or Projected Wages for Employees: (please attach as a spreadsheet)

TOTAL PROJECT BUDGET

(Estimated)

USE OF FUNDS (ACTIVITY)	SOURCE OF FUNDS	ESTIMATED COST
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL PROJECT BUDGET		\$

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The Applicant acknowledges that the Grandview Business District Visual Improvement Program (VIP) will not pay for work, which has commenced prior to the award of a VIP grant as evidenced by an executed VIP Agreement. Any work started prior to the execution of the Agreement shall be the Applicant's responsibility. Furthermore, the Applicant acknowledges that the Northeast CRA Board must approve the application and a corresponding VIP Agreement prior to the award of any VIP grant. Applicant also acknowledges that it must expend its matching contribution prior to any reimbursement of Agency VIP grant funds.

Applicant also acknowledges that it has received a copy of the *"Northeast CRA Redevelopment Plan"*.

Signature of Applicant

Date

Notary

LIST OF ATTACHMENTS FOR FINAL APPLICATION/VIP AGREEMENT

LIST OF ATTACHMENTS

ATTACHMENT "1"	LEGAL DESCRIPTION OF THE PROPERTY
ATTACHMENT "2"	PROOF OF OWNERSHIP OR LEASEHOLD INTEREST
ATTACHMENT "3"	FORM OF FAÇADE EASEMENT DEED
ATTACHMENT "4"	FORM OF BUILDING FAÇADE MAINTENANCE AGREEMENT
ATTACHMENT "5"	SCOPE OF WORK AND TENTATIVE SCHEDULE OF IMPROVEMENTS
ATTACHMENT "6"	VIP REAL PROPERTY OWNER CONSENT

ATTACHMENT "6"
VIP Real Property Owner Consent

STATE OF FLORIDA }
} ss: COUNTY OF Lake }

I, _____, owner and/or authorized representative of AltKey# _____, also commonly known as _____, hereby consent to the proposed exterior improvements on the above-listed property and consent to the participation in the Visual Improvement Program, which are to be undertaken by _____, the tenant and/or business owner.

I also, hereby agree to and understand that in conjunction with participation in the Visual Improvement Program, the city of Mount Dora will record a non-exclusive façade easement and building maintenance agreement to the above-listed property, at the completion of the pre-qualified improvements. The documents will be recorded in the County Clerk of Courts Office of Lake County, Florida Records for a period of five years. The property owner and/ or business owner will have the option to repurchase the façade easement and building maintenance agreement from the Agency during the five-year period.

DATED this _____ day of _____, _____. Authorized Signature: _____

SIGNED AND SWORN TO before me _____

this _____ day of _____, _____, by _____.

NOTARY PUBLIC
My Commission Expires: