

COMMUNITY REDEVELOPMENT GRANT APPLICATION

Grant Application Process: How To Apply:

Step 1:

- Copy showing proof of ownership
- Detailed outline of proposed project improvements including: photos showing existing conditions, detailed drawing or photos with notations of proposed improvements
- Accurate color samples for painting approval
- Examples or samples of proposed materials or colors
- Submit material samples or brochures if applicable, indicate quality finishes
- For signage, graphically indicate sign lettering style, letter and sign dimensions
- Provide a list of all vendors, contractors, handymen who will be utilized to complete improvements
- Attach 2 cost estimates from all contractors for all work improvements. Estimates must include identical scopes of service
- Submit a specific list of the businesses which will be utilized for the purchase of all materials with cost estimates and material breakdown
- Provide proof the proposed work is to be done by a licensed building contractor, or if the work can be done by another type of company such as a handyman
- Provide proof that all companies which will be used are properly licensed to conduct business in the City
- Provide proof utilities are current
- Provide a copy of City business license for business location
- Verify no current or pending code enforcement actions
- Provide proof of payment for property taxes

Step Two

Redevelopment staff reviews the project to ensure compliance with program guidelines

Step Three

Applicant presents plans to the Permits and licensing division for compliance with applicable building and design codes

Step Four

Applicant commences work within 30 days of obtaining a building permit

Step Five

Upon completion, redevelopment staff approves work and issues a Certificate of Completion. Applicant provides staff with documentation of project, permits, Certificate of Completion, canceled checks or paid receipts.

Important Notes:

- Projects must meet all city code requirements
- Applicants are responsible for acquiring necessary permits
- All improvements must meet redevelopments design guidelines
- Projects must receive written approval from the redevelopment office before work begins
- All improvements must complement the size and shape of the buildings architectural style and the colors shall be harmonious with the neighboring structures
- The applicant can't owe the City money

Please return the completed application to:

City Hall

200 SW 1st Street

Lake Butler, FL 32054

If you have any questions please call (386) 496-3401

APPLICATION FOR COMMUNITY REDEVELOPMENT GRANT

APPLICANT

NAME _____

MAILING ADDRESS _____

PHONE NUMBER (DAY) _____ **(EVENING)** _____

E-MAIL _____

BUSINESS

BUSINESS NAME _____

BUSINESS ADDRESS _____

BUSINESS PHONE NUMBER _____

TYPE OF BUSINESS _____

FEDERAL/TAX ID NUMBER _____

PRINTED NAME

SIGNATURE

DATE

CRA GRANT APPLICATION CHECKLIST (FOR OFFICE USE ONLY)

___ PROOF OF OWNERSHIP

___ COMPLETED APPLICATION

___ TWO ESTIMATES

___ APPLICANT DOESN'T OWE THE CITY

___ DRAWINGS OF PROPOSED IMPROVEMENTS

___ PHOTOGRAPHS OF EXISTING BUILDING

APPLICATION RECEIVED _____ DATE

APPROVED _____ YES _____ NO _____ DATE