



**Community
Redevelopment Agency**

City of Mascotte CRA Business Sign Replacement Program Guidelines

The Community Redevelopment Agency (CRA) of the City of Mascotte established the Business Sign Replacement Grant program to provide a financial incentive to property and business owners to replace existing pole style signs and reinvest in the exterior of their business or commercial property with a monument style sign. The Community Redevelopment Agency's Sign Replacement Grant program provides grant funds up to \$3,000 to eligible business and/or property owners for signage improvements to commercial property located within the City of Mascotte's designated CRA district.

Eligibility Requirements:

- Property must be located within the boundaries of the City of Mascotte's CRA (see map).
- The grant applicant must be a property owner or a business owner leasing a storefront.
- If applying as the tenant, an affidavit must be signed by the property owner consenting to the improvements.
- Proposed project must be a small business as defined by the U.S. Small Business Administration (For more information visit www.sba.gov/size).
- A business may be an individually owned franchise as long as it meets all other criteria.
- If a tenant, tenant must have at least twelve months remaining in lease at location of the proposed project.
- The Business Sign Replacement program can only be used once per building. If ownership changes a waiver may be applied for and brought before the CRA Board/City Council for consideration.
- The property must not have any outstanding judgements, liens, code violations, or delinquent taxes to the City of Mascotte or Lake County.

Ineligible Applicants: Government offices and agencies (non-governmental, for-profit, tenants are eligible), national corporate franchises, businesses that exclude service to minors, properties primarily for residential use, properties exempt from property taxes.

ELIGIBLE PROJECTS

- Cost of project must exceed \$1,000 of eligible improvements.
- The free-standing exterior sign must be visible from a commercial corridor.
- Signage shall be designed, constructed, and maintained to complement and accent the architectural features of the building. It should harmonize with the overall character of the built environment.

Eligible work: Exterior signage, to include the removal of pole style signs and replacement with monument style signs.

Ineligible Activities: Repair of existing pole signage, replacement of existing pole style signage with pole style signage.

AWARD REIMBURSEMENT

Reimbursement shall be limited to no more than 75% of the total cost of eligible improvements, not to exceed \$3,000. Larger signs with more than one tenant and/or more than one side visible (on a corner) may be considered for a larger grant on a case-by-case basis by the CRA up to an amount of five-thousand dollars (\$5,000). Any applicant who has demonstrated significant contributions to the city may apply through the Sign Application Waiver Request Form to have their matching funds contribution waived up to an amount of five-thousand dollars (\$5,000). All necessary government approvals, building permits, and taxes are not eligible for reimbursement. Any projects totaling less than \$1,000 in qualified improvements are not eligible. All payments of award funds are contingent upon City's inspection of the complete project.

Prior to actual completion of the project, an approved applicant may request up to 50% of the estimated awarded grant funds (limited to cost of materials only), as determined by the lowest contractor's bid on the application (applicants are required to obtain a minimum of two (2) bids, with proof of paid invoice). If a portion of the estimated awarded grant funds are paid by the City to reimburse the applicant for the cost of materials prior to project completion, then the remainder of the awarded grant funds will be paid once the project is complete following City's inspection for compliance with program requirements. Any and all funds shall be returned by applicant to City if the project does not pass inspection for compliance with program requirements. If the City does not pay any portion of the estimated awarded grant funds for the cost materials, then all awarded funds will be paid by City to applicant once the project is complete and inspected by the City. Grants for this program are awarded on a first come, first served basis, as long as funding remains available in the program.

The CRA reserves the right to refuse reimbursements in whole, or in part, for work that is not completed within 3 months. The CRA cannot reserve funds indefinitely; grants may be subject to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs' funds have been committed, owner/lessee may still submit an application, complete approved sign work and be reimbursed for that work if funding is approved. Due to the uncertain nature of budget availability in any given year, the CRA cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list, will be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of the work submitted with the application in order to receive reimbursement. Only applicants that have previously applied and been placed on the waiting list prior to beginning any sign improvements, will be eligible for funding.

COMPETITIVE BIDDING

Applicants are required to get two (2) competitive bids for every type of proposed work. The CRA will match up to 75% of the cost of the lowest bid up to \$3000, inclusive of any design or planning cost being reimbursed. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

APPROVALS

The CRA has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, building permits and any other necessary permits. All work must comply with city, state, and federal regulations.

CONTRACTUAL AGREEMENT

Accepted applicants must enter into a contractual agreement with the CRA prior to disbursement of grant funds.

SUBMISSION REQUIREMENTS

Application packages must include documentation that illustrates the visual impact of the project and its cost. Failure to provide required information will delay the review and/or approval process.

The applications must include the following attachments:

1. Complete application form
2. Copy of current Florida State Business License
3. Proof of payment of all city, county, state, and federal taxes applicable to property.
4. Copy of current property insurance
5. Written consent from property owner giving permission to conduct sign improvements (*if necessary*)
6. Digital photographs of existing conditions of sign
7. Simple sketch of improvement project
8. Two competitive bids for each type of work proposed

Submit complete applications to:

Community Redevelopment Agency
Attn: Business Sign Replacement Program
100 E Myers Blvd.
Mascotte, Florida 34753

For more information about the CRA's Business Sign Replacement Program, please contact

Annamarie Reno
City Manager
352-557-8808

Annamarie.Reno@cityofmascotte.com



**City of Mascotte
Community Redevelopment Agency
(CRA) Business Sign Replacement
Program**

**Community
Redevelopment Agency**

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

Legal Form: Sole Proprietorship Partnership
 Corporation: Profit Non-Profit

In which State are the incorporation and/or organization documents filed?

Tax Identification Number: _____

2. BUILDING/BUSINESS SIGN TO BE IMPROVED

Name: _____

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (If not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

Staff Use Only: Application Approved (Y / N) Date: _____ By: _____

4. **AUTHORIZATION TO UNDERTAKE WORK**

If the applicant is not the owner of the property, provide written evidence that the owner authorizes this work to be undertaken. (Typically, a lease or other written permission that shows the owner has read the program guidelines and understands the conditions and restrictions.)

5. **BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS**

6. **ESTIMATED COST OF WORK FROM BIDS RECEIVED** *(Applicant may make multiple copies of this page if the applicant is acting as their own General Contractor and more than one type of work is being performed. List each type of work separately under item 5 and enter the required bids below.)*

Bid #1:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$ _____.

Bid #2:

Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Bid Amount for Total Work: \$ _____.

7. **SOURCE(S) OF ADDITIONAL FUNDING** *(Funding not covered by the city grant)*

9. **INVESTMENT VALUE OF WORK BEING PERFORMED BY APPLICANT**

Include the total cost estimate of all work being performed. \$ _____.

10. ACKNOWLEDGEMENTS

- I have read and understand the program guidelines and criteria.
- I have attached a copy of my State of Florida business license (if required) to this document.
- I have attached a copy of my current property insurance.
- To the best of my knowledge the business and the property are current on all local, state, and federal taxes.
- I have attached a copy of the scope of work and available drawings or sketches.
- I understand that final approval must come from all City departments concerned with any improvement and that award of the grant by the CRA does not guarantee approval of the project. The applicant must meet all City requirements and codes.

CERTIFICATION BY APPLICANT

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 25/75 grant (unless otherwise noted) and is true and complete to the best of the applicant’s knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The CRA is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the CRA Business Sign Replacement program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the CRA from any available source.

Applicant Signature

Date

Please return a copy of this completed application along with any supporting documentation to the CRA.

Community Redevelopment Agency
100 E Myers Blvd.
Mascotte, FL 34753

For more information please contact:
Annamarie Reno
City Manager
Phone: 352-557-8808
Email: Annamarie.Reno@cityofmascotte.com

**Business Sign Replacement Program
Property Owner Authorization**

I, _____, understand that _____, a leaseholder of my property located at _____ is considering improvements under the City of Mascotte Community Redevelopment Agency Sign Replacement Program, hereinafter referred to as "Program." For the purposes of this authorization, hereinafter the Community Redevelopment Agency shall be referred to as "CRA" and the City of Mascotte as "City".

I have received and reviewed the Program guidelines and reviewed the application submitted by my tenant. I agree to permit the proposed improvements to my building. I understand that I am not financially responsible to complete these improvements under the program.

I understand and agree that neither the CRA nor the City assume responsibility or liability to me or any other party for any action or failure of any contractor or other third party and in no way guarantee any work to be done or material to be supplied.

I further agree to hold the CRA and the City harmless from and indemnify them for and against any and all claims which may be brought or raised against the CRA, the City, or any of its officers, representatives, agents, or agencies regarding any matters relevant to the participant obligations under the Program.

I assure the CRA and the City that the tenant holds a valid lease with no expiration pending within the next twelve months following the date of application for Program funding.

I have read the above statements and acknowledge that they are true and complete to the best of my knowledge. I have no objection to the applicant pursuing the proposed improvements project, and I authorize the leaseholder to make the proposed improvements under the provisions of the Program.

Property Owner Signature

Date

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me or who has produced _____ as identification.

Notary Public



**Community
Redevelopment Agency**

SIGN APPLICATION WAIVER REQUEST FORM

APPLICANT INFORMATION: *Print or type the information requested below.*

Name (Last, First, Middle Initial): _____

Mailing Address: _____

City, State, Zip Code: _____

Business Address: _____

City, State Zip Code: _____

Contact Phone #: _____

Contact Email: _____

Amount of Waiver Request: _____

WAIVER TYPE: *On the back of this form or on a separate piece of paper, please explain the significant contribution(s) you have made to the City of Mascotte and why you feel that contribution(s) should release you from any matching fund. Any applicant requesting a greater amount than \$3,000.00 must also note why they are eligible for a higher grant amount not to exceed the maximum amount of \$5,000.00 Documentation of contribution to the community must be included with request to be considered for the waiver process. This form alone does not constitute a request for an application fee waiver. In addition, fee waiver requests are not guaranteed and the City of Mascotte CRA Agency will determine if a request is accepted or denied.*

Applicant Signature: _____

Date: _____

Please submit this form along with the required supporting document to the City of Mascotte at City of Mascotte CRA Agency.

City of Mascotte
CRA Application Process
100 E Myers Blvd.
Mascotte, FL 34753

Or Email: Annamarie.Reno@cityofmascotte.com