



## CITY OF MELBOURNE

### APPLICATION FOR OLDE EAU GALLIE RIVERFRONT CRA ART OVERLAY INCENTIVE PROGRAM

The Olde Eau Gallie Riverfront Community Redevelopment Agency (CRA) is pleased to offer the Art Overlay Incentive Program for properties located within the Eau Gallie Art Overlay Zone. You may qualify for a matching grant for improvements to a property in this district that is being converted from residential to commercial or mixed-use. If you need advice on how to improve your building, our staff can provide you with a limited amount of technical assistance. This Program can award grants of up to \$7,500 for qualified projects, when funding is available. Please review these guidelines and contact Community Development Department staff with questions:

City of Melbourne Community Development Department  
900 East Strawbridge Avenue  
Melbourne, FL 32901  
(321) 608-7511  
[kelly.hyvonen@mlbfl.org](mailto:kelly.hyvonen@mlbfl.org)  
Attn: Kelly Hyvonen, AICP, Planner

#### Program Highlights:

- Purpose: To improve aesthetics of building facades or make interior commercial modifications necessary to comply with Florida Building Code when converting a residential structure into commercial or mixed-use
- Minimum project investment: \$5,000
- Maximum grant award: \$7,500
- Maximum match: 50%
- Eligible projects must be:
  - Located in the Eau Gallie Art Overlay
  - Converting from residential to commercial or mixed-use

The Community Development Department will accept this application after all prerequisites have been completed and when it is submitted along with all required documents and is determined to be eligible and complete.

#### Application Prerequisites

- Meeting with Community Development staff
- Certificate of Appropriateness from the Historic and Architectural Review Board

#### Application Submittal Requirements

- Contact Community Development staff to arrange a time to review and submit application
- Completed Application (page 6)
- Finalized Attachments:
  - Current color photos of all building elevations
  - Current color photos of portions of the site seeking funding, if applicable
  - Color renderings, drawings, elevations, and/or plans of the proposed building/site improvements
  - Specifications of materials and hardware
  - Actual paint samples
  - Project budget and estimates

## PROGRAM GUIDELINES

The Eau Gallie Art Overlay Incentive Program Guidelines are broken up into four sections: Eligibility, Components, Requirements, and Process.

### A. Eligibility

- The property must meet the following criteria to be eligible to apply for the program:
  - Located within the Olde Eau Gallie Riverfront Community Redevelopment Area
  - Located within the Eau Gallie Art Overlay Zone
  - See attached map on page 5
 Contact the Community Development Department to determine if your property meets these requirements.
- The program is intended for projects that require substantial renovation and not for ordinary maintenance; therefore, the minimum project investment shall be \$5,000.00.
- Eligible match: Grant funding is available to all eligible properties in the Eau Gallie Art Overlay Zone, with a maximum match of 50%, not to exceed \$7,500.00.
- Tax exempt and tax delinquent properties are not eligible for participation in this program.



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- Applications will be considered on a first received, first eligible basis. Applications which are submitted with incomplete information will be returned to the applicant to be resubmitted. Applicants shall make an appointment with CRA/City staff prior to submitting an application.
- The program is not retroactive. Completed projects, projects under construction and projects already under a permit will not be considered.
- Program funding is intended for interior and exterior building improvements associated with converting a residential use into commercial or mixed-use. The program may be used for site improvements (e.g. landscaping, sidewalks, signage), however, applications for projects that do not address any improvements to the building will not be considered. Stand-alone improvements, such as only painting the exterior of the building, are not eligible.
- The program is designed to address exterior repairs/improvements and interior modifications necessary to comply with commercial building standards when a structure is being converted from residential to commercial or mixed-use. In order to be eligible for the program funding, all repairs should be compatible with the original or historical architectural design of the building, when appropriate.
- The program is intended for renovation of existing buildings. New building construction is not eligible.
- Eligible improvements and costs must improve the aesthetics of the property, be compatible with the architecture of the building, and must be sensitive to the structure's historic integrity. Improvements may consist of the following:
  - Primary
    - Façade alteration and repair (structural and non-structural)
    - Painting of the building
    - Awnings and shutters
    - Doors and windows
    - Siding, masonry or stucco facing, when it is compatible with the architecture of the building
    - Lighting, when used to enhance the façade appearance
    - Required exterior and interior commercial building improvements when converting from a principal residential use
  - Secondary, if primary improvements are also being made
    - New signage
    - Landscaping
    - Paving improvements (non-maintenance related)
    - Public art
    - Roofing, may be considered only when it is integral to the architectural appearance of the building
    - Professional architectural or engineering services, not to exceed 50% of the actual cost of the services, or \$1,000 in total reimbursement

#### B. Components

- Grants will be awarded based on many different variables, such as:
  - Visual impact on the commercial district
  - Consistency with the intent of the Eau Gallie Art Overlay Zone
  - Commitment of applicants to complete project
  - Contribution of project to the economic vitality of the commercial district
  - Enhancement of property appearance
  - Leverage of private investment
  - Availability of program funding
  - Consistency with the City's Historic and Architectural Review Board recommendations
- The Olde Eau Gallie Riverfront CRA Advisory Committee and Olde Eau Gallie Riverfront CRA have the discretion to recommend less than the maximum grant amount based upon the award criteria and proposed improvements.
- For approved projects the CRA will provide a rebate to the applicant at a rate not to exceed 50% of the total eligible project cost, but in no event shall the maximum rebate exceed \$7,500.
- Grants will be distributed in the form of a reimbursement, once construction is complete and the terms stated in the Agreement have been met. The total reimbursement will also be affected by the time of project completion, as determined from the Rebate Agreement contract date. There are incentives for completing the project in a timely manner as follows:



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Project Completion Timeframe	Percentage of Total Awarded Reimbursement
Within 120 days	100%
121 and 180 days	90%
181 and 240 days	80%
241 and 300 days	70%
301 and 330 days	60%
331 and 365 days	50%
After 1 year	0%

Notes:  
 CRA staff has the ability to provide contract extensions to projects demonstrating just cause for delays.

**C. Requirements**

- o Participants must enter into a contractual relationship with the City/CRA regarding the project by signing a Rebate Agreement.
- o The Program participant will be required to meet property maintenance standards as part of the Rebate Agreement with the CRA. This Agreement will require applicants to maintain, at their expense, the improvements completed through the Program for five years.
- o Approval from the Olde Eau Gallie Riverfront CRA and a signed Rebate Agreement must be secured prior to commencement of work.
- o Applicants must ensure that all required permits and approvals are obtained (building, zoning, architectural and other) for all improvements as a part of the Rebate Agreement.
- o When making changes to the approved design plans, applicants must back through part or all of the approval process. Staff will maintain discretion and use best judgment on the types of deviations proposed.
  - For major deviations, staff may require the applicant go back through the process including approval from the Olde Eau Gallie Riverfront CRA Advisory Committee and the CRA.
  - If proposed deviations change items that are required to go before the Historic and Architectural Review Board, the applicant must also repeat that process.
  - The appropriate permitting department/agency must approve any changes that are made which affect permitting.

**D. Process**

1. *Meet with Staff.* Applicant meets with Community Development staff to discuss their project plans, review the program guidelines, discuss their eligibility and learn about the application process.
2. *EGAD Main Street Design Committee (optional).* Applicant may choose to meet with the EGAD Main Street Design Committee, who will review the proposed design and make recommendations to the Applicant, if necessary, or offer advice. EGAD will forward a recommendation on whether to approve, approve with conditions, or deny the Program application to the Olde Eau Gallie Riverfront CRA Advisory Committee.
  - Contact Community Development staff to arrange this meeting.
3. *Historic and Architectural Review Board.* Applicant obtains Historic and Architectural Review Board (HARB) approval for the project. You may apply for this through Community Development staff. HARB reviews projects based whether they meet the adopted Architectural Guidelines. Approval from HARB is required to move forward with the process. The HARB does not review landscape and site improvements, only vertical exterior improvements.
  - An HARB application can be obtained from Community Development staff.
  - The Architectural Guidelines can be obtained from Community Development staff.
4. *Submit Application.* Contact Community Development staff to arrange a time to review and submit application. Staff will conduct a review of the application for eligibility and completeness. If complete, the application will be date & time stamped. A complete application must include:
  - Current color photos of all building elevations
  - Current color photos of portions of the site seeking funding
  - Color renderings, drawings, elevations, and/or plans of the proposed building/site improvements



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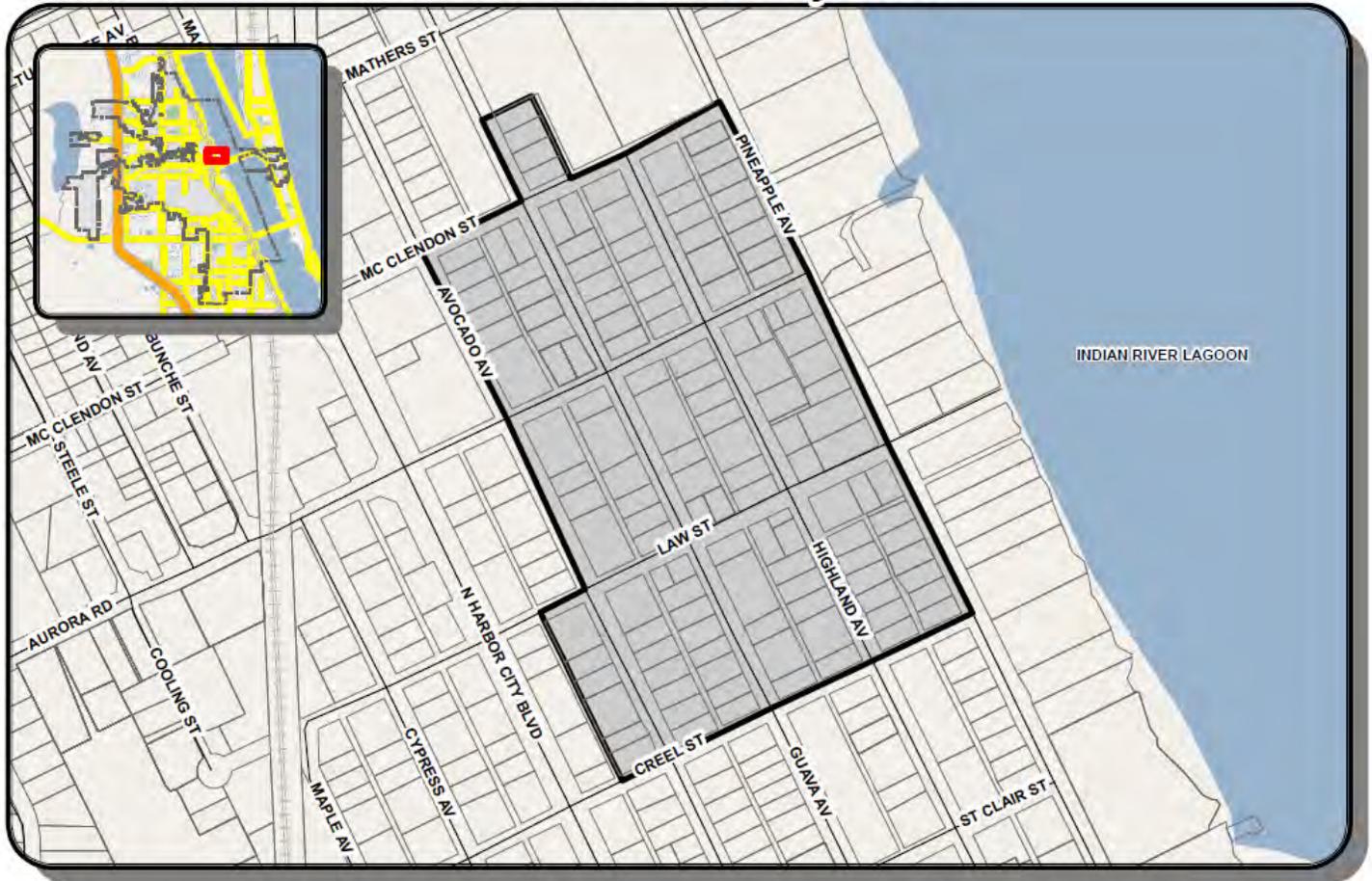
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- Should clearly depict the proposed exterior and interior changes, noting material, color, texture, etc. when necessary
  - The drawings do not constitute construction documents, but in some cases may be sufficient to obtain permits
  - Specifications of materials and hardware
  - Actual paint samples
  - Project budget and estimates for eligible improvements
    - To be based upon estimates from licensed contractors
    - In lieu of a contractor estimate, an applicant may submit estimates from a Florida licensed architect or engineer
5. *Olde Eau Gallie Riverfront CRA Advisory Committee.* The Olde Eau Gallie Riverfront CRA Advisory Committee reviews the Program application. The Advisory Committee will make a recommendation to City Council, which sits as the Olde Eau Gallie Riverfront Community Redevelopment Agency (CRA).
- Completed Art Overlay Incentive Program applications should be submitted at least ten days in advance of an Advisory Committee meeting.
6. *Olde Eau Gallie Riverfront Community Redevelopment Agency (CRA).* City Council, acting as the CRA, reviews the recommendations of the Olde Eau Gallie Riverfront CRA Advisory Committee and decides whether to approve, approve with conditions, or deny the Façade Improvement application.
7. *Rebate Agreement.* If the Art Overlay Incentive Program application is approved by the CRA, the Applicant and CRA enter into a formal agreement, known as a Rebate Agreement.
- The Applicant will be required to meet property maintenance standards, requiring the Applicant to maintain, at their expense, the improvements completed through the Program for five years.
  - Work may not commence until the Rebate Agreement has been signed and any required permits have been obtained.
8. *Permits.* Once the Rebate Agreement has been signed, the Applicant may submit plans to the Building Department (and/or Engineering and Community Development) for permits that would ordinarily be required.
9. *Preconstruction Conference.* Applicant may request a preconstruction conference with their contractor and staff to discuss the project scope, procedures for payment, and any other requirements. Requests for this conference can be made through Community Development staff.
10. *Construction.* Contractor shall commence work according to the approved plans and permits.
11. *Reimbursement.* Once construction is complete and approved by the City, the Applicant shall submit copies of documents to demonstrate payments have been made.
- Documentation can include contractor invoices, cancelled checks, bill statements, or any other approved paperwork to certify payment.
  - Staff will conduct a final inspection of the project to ensure compliance with the approved design plans prior to issuance of any program reimbursement.
  - The Applicant must satisfy all City permit requirements prior to receiving any program reimbursement.



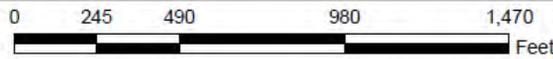
# CITY OF MELBOURNE APPLICATION FOR OLDE EAU GALLIE RIVERFRONT CRA ART OVERLAY INCENTIVE PROGRAM

## Eau Gallie Art Overlay Zone



**Legend**

- Eau Gallie Arts Overlay Zone
- Rail



This Proposed Eau Gallie Facade Overlay Program  
 Department: City of Melbourne Planning & Economic Development Department  
 Prepared By: Kelly Delmonico  
 Last Updated: 11/22/2014 12:49:43 PM  
 Map Location: G:\P2\Kathy\GIS\A-CDIS Maps\Eau Gallie Art Overlay Zone Area BAW 2.mxd  
 (Intuitive purposes only)  
 No warranties, expressed or implied, are provided for the property records and mapping data herein,  
 or for their use or interpretation by the User. The City of Melbourne assumes no liability  
 for any damages, losses, costs or expenses, including but not limited  
 to attorney's fees, arising from any User's use or misuse  
 of the property records or mapping data provided herein.





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**PROGRAM APPLICATION**

**1. APPLICANT INFORMATION**

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

Company: \_\_\_\_\_

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

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

SSN: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Legal Form:     Sole Proprietorship             Partnership             Corporation             Non-Profit

State in which state are the incorporation and/or organization documents filed:

Applicant is the:     Property Owner     Business Owner     Tenant     Other:

Lease expiration date (if applicable):

**2. BUILDING / BUSINESS TO BE REHABILITATED**

Building/Business Name: \_\_\_\_\_

Building/Business Address: \_\_\_\_\_

**3. PROPERTY OWNER (if separate from applicant)**

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

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

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

**4. DETAILED DESCRIPTION OF PROPOSED IMPROVEMENTS**

Attach separate sheet if necessary. See Program Guidelines Section D(4) for a detailed list of required attachments.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. ESTIMATED COSTS:**

Eligible Exterior Improvements: \$ \_\_\_\_\_

See Program Guidelines Section A (Eligibility) for more information

Eligible Interior Improvements: \$ \_\_\_\_\_

See Program Guidelines Section A (Eligibility) for more information

Other Improvements: \$ \_\_\_\_\_

Not eligible for this Program

**Total Cost of All Improvements:** \$ \_\_\_\_\_  
**Eligible + Not eligible Improvements**



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**6. CERTIFICATION BY APPLICANT:**

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for obtaining funds from the Olde Eau Gallie Riverfront CRA Art Overlay Incentive Program 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 an organization rather than an individual, 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.

Verification of any of the information contained in this application may be obtained from any source named herein. It is further understood that all information obtained will be held in strict confidence and used for no other purposes by the City of Melbourne.

Applicant certifies that he/she has received and reviewed the Program Guidelines prior to submitting this application. Further, the applicant understands that the proposed improvements must be evaluated and approved by the Community Development Department as well as any required Boards or Committees. Certain changes or modifications may be required prior to final approval.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Return to:  
 Community Development Department  
 3<sup>rd</sup> Floor, Room 316  
 900 East Strawbridge Avenue  
 Melbourne, FL 32901

<i>For Office Use Only</i>	
<b>Complete Application Submitted</b> (Date/Time Stamp):	<b><u>Estimated Project Costs</u></b>
	A. Eligible Exterior Improvements _____
	B. Eligible Interior Improvements _____
	C. Total Eligible Improvements _____
	D. Maximum Match Percentage _____
	E. Previous Program Awards _____
	F. Maximum Eligible Grant Award _____
<b><u>Date</u></b>	<b><u>Meetings</u></b>
_____	1. Initial Staff Meeting _____
_____	2. Historic and Architectural Review Board <u>A-</u>
_____	3. Olde Eau Gallie Riverfront CRA Advisory Committee _____
_____	4. Olde Eau Gallie Riverfront CRA / City Council _____



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**AUTHORIZATION TO APPLY**

I, \_\_\_\_\_, am the owner of the following described property:

PROPERTY ADDRESS: \_\_\_\_\_ (If applicable) I do hereby authorize the following named individual to apply for a Façade Improvement Grant and enter into a rebate agreement with the City of Melbourne.

(If applicable) AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER(1) (Print Name)

\_\_\_\_\_  
PROPERTY OWNER(2) (Print Name)

\_\_\_\_\_  
PROPERTY OWNER(1) (Signature)

\_\_\_\_\_  
PROPERTY OWNER(2) (Signature)

STATE OF FLORIDA  
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
NOTARY PUBLIC

NAME: \_\_\_\_\_

COMMISSION NUMBER: \_\_\_\_\_



**CITY OF MELBOURNE  
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**AFFIDAVIT OF OWNERSHIP**

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

Property Tax Account No.: \_\_\_\_\_

Signed and sealed in the presence of:

OWNER (#1):

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 1 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 1 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public

OWNER (#2):

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 2 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 2 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public