



## CITY OF MELBOURNE APPLICATION FOR BABCOCK STREET CRA FAÇADE IMPROVEMENT PROGRAM

The Babcock Street Community Redevelopment Agency (CRA) is pleased to offer the Façade Improvement Program for commercial buildings located within the Babcock Street CRA boundary. This Program can award grants of up to \$40,000 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

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.

### Program Highlights:

- Purpose: To improve aesthetics of building facades
- Minimum project investment: \$7,500
- Maximum grant award:
  - \$20,000 for one- or two-storefront buildings
  - \$40,000 for multiple-storefront buildings
- Maximum match: 50%
- Eligible projects must be:
  - Located in Babcock Street CRA
  - Have a commercial component

### 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 5)
- Two copies of the following attachments:
  - Current color photos of all building elevations
  - Current color photos of portions of the site seeking funding, if applicable
  - Color renderings, drawings, or elevations of the proposed building/site improvements
  - Project budget and estimates
  - Samples of materials and paint color choices, if applicable

## PROGRAM GUIDELINES

The Façade Improvement 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 Babcock Street CRA
  - Located in a commercial zoning district
  - Have a commercial component
- Contact the Community Development Department to determine if your property meets these requirements.
- The program is intended for projects that require substantial renovation; therefore, the minimum project investment shall be \$7,500.00.
- Eligible match: Grant funding is available to all eligible properties in the Babcock Street CRA, with a maximum match of 50%.
- Tax exempt and tax delinquent properties are not eligible for participation in this program.
- 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.



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- Program funding is intended for building facades. 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 façade will not be considered. Generally, stand-alone improvements, such as only painting the exterior of the building, are not eligible. However, signage as a stand-alone project may be considered as eligible provided the entire property's signage is being significantly upgraded. For example, if a building has multiple tenants, a building owner may submit an application to install new signs for all of the businesses. However, a new sign face in an existing sign box would not be eligible.
- The program will not address interior repairs and improvements.
- Eligible exterior improvements 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:
  - Category 1 improvements – At least 50% of grant request must come from:
    - Façade alteration and repair (structural and non-structural)
    - Restoration of historic signage
    - Restoration of historic building materials
    - 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 and does not destroy the buildings historic integrity
    - Lighting, when used to enhance the façade appearance
    - New signage, provided the entire property's signage is being significantly upgraded, but not to include a new sign face in an existing sign box
  - Category 2 improvements – Remainder of grant request may come from:
    - 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 and is visible as part of the facade
    - Professional architectural or engineering services, not to exceed 50% of the actual cost of the services, or \$2,000 in total reimbursement
- The program is intended for renovation of existing buildings. New building construction is not eligible; however, demolition costs will be considered when a building is structurally unsound, has not been designated as a historic resource or would not be considered for designation by the Historic and Architectural Review Board (HARB). Additional recommendation/approval must be provided by the HPB and City Council prior to demolition for properties listed on local or national registers. Demolition funding will only be reimbursed after the new building is constructed. The new building must be commercial or have a commercial component as one of the uses.
- Costs of environmental remediation are eligible under this Program. Specifically, elimination or mitigation of pollutants and hazardous materials which complicate the rehabilitation of the building or site, as identified in a phase I and phase II environmental site assessment. Environmental remediation costs involved in the rehabilitation of a building will be reimbursed upon the completion of the improvements, with documentation certifying that the remediation is complete. When contaminated vacant sites are being developed for new construction of commercial buildings, costs of the environmental remediation will be reimbursed after the new facility is constructed, having a certificate of occupancy and documentation verifying that the remediation is complete. In no instance will environmental remediation incentives be considered as a stand-alone façade project; it may be provided as a component of a façade renovation or as an incentive to redevelop a site with the construction of a new building.
- Successive Grant Award Eligibility Considerations:
  - All properties may be eligible to re-apply for full funding if it has been over ten years since Program funding was last awarded.
  - For one and two storefront buildings: Properties that were awarded Program funding less than \$10,001 in the last ten years may re-apply for the Program, however, the applicant is only eligible for the difference between the maximum project award of \$20,000 and what was previously awarded.
  - For multiple storefront buildings: Properties that were awarded Program funding less than \$20,001 in the last ten years may re-apply for the Program, however, the applicant is only eligible for the difference between the maximum project award of \$40,000 and what was previously awarded.



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- The Babcock Street CRA Advisory Committee and Babcock Street CRA reserve the right to recommend denial or reduction in grant amounts to properties that have already received grant Program funding within the last ten years, at any funding level.

**B. Components**

- Grants will be awarded based on many different variables, such as:
  - Visual impact on the commercial district
  - Commitment of applicants to complete project
  - Contribution of project to the economic vitality of the commercial district
  - Enhancement of property appearance above ordinary maintenance
  - Retention of historic features
  - Leverage of private investment
  - Availability of program funding
  - Consistency with the City's Historic and Architectural Review Board recommendations
- The Babcock Street CRA Advisory Committee and Babcock Street 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. For a building containing one or two storefronts, the rebate shall not exceed \$20,000. For large commercial properties containing multiple storefronts, the Advisory Committee may consider additional grant funding that shall not exceed \$40,000. Environmental remediation will qualify at the same levels when it is an element of rehabilitation as part of a façade project. Demolition and environmental remediation on sites that will be redeveloped (new construction) may receive up to \$20,000 in funding if the new construction value meets the required 50% private investment match.
- 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:

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.

Large projects (i.e. over \$60,000) may be provided additional time consideration within the program agreement.

**C. Requirements**

- Participants must enter into a contractual relationship with the City/CRA regarding the project by signing a Rebate Agreement.
- 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.
- Approval from the Babcock Street CRA and a signed Rebate Agreement must be secured prior to commencement of work.
- 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.
- 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 Babcock Street 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.



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**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. *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.
3. *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, or elevations of the proposed building/site improvements
    - Should clearly depict in color and text the proposed exterior 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
  - 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
  - Samples of materials and paint color choices, if applicable
4. *Babcock Street CRA Advisory Committee.* The Babcock Street CRA Advisory Committee reviews the Façade Improvement Program application. The Advisory Committee will make a recommendation to City Council, which sits as the Babcock Street Community Redevelopment Agency (CRA).
  - Completed Façade Improvement Program applications should be submitted at least ten days in advance of an Advisory Committee meeting.
5. *Babcock Street Community Redevelopment Agency (CRA).* City Council, acting as the CRA, reviews the recommendations of the Babcock Street CRA Advisory Committee and decides whether to approve, approve with conditions, or deny the Façade Improvement application.
6. *Rebate Agreement.* If the Façade Improvement 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.
7. *Permits.* Once the Rebate Agreement has been signed, the Applicant may submit plans to the Building Department for permits that would ordinarily be required.
8. *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.
9. *Construction.* Contractor shall commence work according to the approved plans and permits.
10. *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.





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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 Babcock Street CRA Façade Improvement 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 exterior facade 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):  <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<b><u>Estimated Project Costs</u></b>
	A. Category 1 Improvements _____
	B. Category 2 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 <span style="float: right;">A-</span> 3. Babcock Street CRA Advisory Committee 4. Babcock Street 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:\_\_\_\_\_



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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