



## CITY OF MELBOURNE APPLICATION FOR DOWNTOWN MELBOURNE FAÇADE IMPROVEMENT PROGRAM

The Melbourne Downtown Community Redevelopment Agency (CRA) is pleased to offer the Façade Improvement Program for commercial buildings located within the south target area of the Melbourne Downtown CRA. This Program can award grants of up to \$20,000 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@mlbf.org](mailto:kelly.hyvonen@mlbf.org)  
Attn: Kelly Hyvonen, AICP, Planner

### Program Highlights:

- Purpose: To improve aesthetics of building facades
- Minimum project investment: \$7,500
- Maximum grant award: \$20,000
- Maximum match: 50%
- Eligible projects must be:
  - Located in south target area of the Melbourne Downtown CRA
  - Have a commercial component

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
- Recommendation from the Melbourne Main Street Design Committee. Submit two copies the following in advance:
  - 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
- Certificate of Architectural Appropriateness from the Historic and Architectural Review Board (HARB)

### Application Submittal Requirements

- Contact Community Development staff to arrange a time to review and submit application
- Completed Application (page 6)
- Finalized Attachments

## 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 south target area of the Melbourne Downtown CRA
  - Located in a commercial zoning district
  - Have a commercial component
  - 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; therefore, the minimum project investment shall be \$7,500.00.
- Eligible match: The maximum match percentage for properties the south target area (south of Crane Creek) is 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. Stand-alone improvements, such as only painting the exterior of the building, are not eligible.
- The program will only address exterior repairs and improvements that are approved by the Melbourne Downtown CRA. 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.
- 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
  - 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
    - Professional architectural or engineering services, not to exceed 50% of the actual cost of the services, or \$2,000 in total reimbursement
- 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.
  - 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.
  - The MMS Design Committee, Melbourne Downtown Redevelopment Committee and Melbourne Downtown 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
  - Retention of historic features
  - Leverage of private investment
  - Availability of program funding
  - Consistency with the City's Historic and Architectural Review Board recommendations
- For FY 2016-2017 (October 1, 2016 through September 30, 2017), only the south target area is eligible for Program funding. See map on page 5.
- The MMS Design Committee, Melbourne Downtown Redevelopment Committee and Melbourne Downtown CRA have the discretion to recommend less than the maximum grant amount based upon the award criteria, available funding 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, as outlined in section 1 above. In no event shall the maximum rebate exceed \$20,000.00. Grants will be distributed in the form of a reimbursement, once construction is complete and the terms stated in the Agreement



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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**

- 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 Melbourne Downtown 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 Melbourne Downtown Redevelopment 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.

**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. *Melbourne Main Street Design Committee.* Applicant meets with the Melbourne Main Street (MMS) Design Committee, who will review the proposed design and make recommendations to the Applicant, if necessary. MMS will forward a recommendation on whether to approve, approve with conditions, or deny the Program application to the Melbourne Downtown Redevelopment Committee.
  - Contact Community Development staff to arrange this meeting.
  - Design Committee will review the Prerequisite Attachments listed on page 1.
3. *Historic and Architectural Review Board (HARB).* Applicant obtains a Certificate of Architectural Appropriateness from for the project from HARB. 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. HARB does not review landscape and site improvements, only vertical exterior improvements.
  - A 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, or elevations of the proposed building/site improvements



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- 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
5. *Melbourne Downtown Redevelopment Committee.* The Melbourne Downtown Redevelopment Committee reviews the Façade Improvement Program application and MMS Design Committee recommendation. The Redevelopment Committee will make a recommendation to City Council, which sits as the Melbourne Downtown Community Redevelopment Agency.
- Completed Façade Improvement Program applications should be submitted at least ten days in advance of a Redevelopment Committee meeting.
6. *Melbourne Downtown Community Redevelopment Agency (CRA).* City Council, acting as the Melbourne Downtown CRA, reviews the recommendations of the MMS Design Committee and Redevelopment Committee and decides whether to approve, approve with conditions, or deny the Façade Improvement application.
7. *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.
8. *Permits.* Once the Rebate Agreement has been signed, the Applicant may submit plans to the Building Department 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.



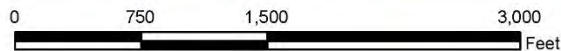
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# Melbourne Downtown CRA Façade Improvement Program



**Legend**

-  Façade Improvement Program Area
- Maximum Match Percentage**
-  North Area - 33%
-  South Area - 50%



Title: Melbourne Downtown CRA Façade Improvement Program  
 Department: City of Melbourne Planning & Economic Development Department  
 Prepared By: Kelly Delmonico  
 Last Updated: 9/8/2014 4:53:09 PM  
 Map Location: G:\PZ\Ketty\GIS\ArcGIS Maps\Fixed\Downtown Melbourne CRA Façade Program.mxd  
 Illustrative 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 EXTERIOR IMPROVEMENTS**

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

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

**5. ESTIMATED COSTS:**

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

See Program Guidelines Section A (Eligibility) for more information

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

Not eligible for this Program

Other Exterior 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 Melbourne Downtown 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):	<b>Estimated Project Costs</b>
<div style="border: 1px solid black; height: 100%;"></div>	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>Date</b>	<b>Meetings</b>
_____	1. Initial Staff Meeting
_____	2. Melbourne Main Street Design Committee
_____	3. Historic and Architectural Review Board <span style="float: right;">A-</span>
_____	4. Melbourne Downtown Redevelopment Committee
_____	5. Melbourne Downtown 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