

City of Melbourne



Community Development

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Downtown Melbourne Community Redevelopment Agency

Downtown Melbourne Public-Private Development Program

APPLICATION FORM

DATE RECEIVED: _____

REFERENCE: _____

(Please Print)

APPLICANT NAME: _____

CONTACT PERSON (if Corporation): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

APPLICANT BUSINESS STRUCTURE:

(PLEASE CHECK ALL THAT APPLY)

Sole proprietorship/Individual

C-Corporation

S-Corporation

Limited Liability

PROJECT SITE ADDRESS:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TAX ID: _____ PERMANENT PARCEL ID: _____

BASE REAL PROPERTY VALUE:

Most recent tax assessed value \$ _____ YEAR: _____

DOES THE APPLICANT OWN THE PROPERTY?

YES

NO

IF NOT:

A. PLEASE LIST THE OWNER(S) OF THE PROPERTY OR PROPERTIES ASSOCIATED WITH THIS APPLICATION AND ATTACH PROPER AUTHORIZATION FORM.

B. WHEN WILL THE PROPERTY BE UNDER SITE CONTROL (OWNED – LONG TERM LEASE)

BRIEF PROJECT DESCRIPTION (MAY INCLUDE DETAILED SUMMARY WITH THE CONSTRAINTS OR OBSTACLES IN DEVELOPING SITE, AS A SEPARATE ATTACHMENT):

TOTAL ESTIMATED PRIVATE CAPITAL INVESTMENT FOR THE PROJECT.

Real property - construction value \$ _____

Personal property (business) – only if known through a tenant lease or ownership \$ _____

PLEASE LIST ALL PUBLIC INCENTIVE(S) REQUESTED WITH KNOWN OR ESTIMATED VALUE

VALUE

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL ESTIMATED VALUE OF ALL PUBLIC PARTICIPATIONS: \$ _____

RATIO OF PRIVATE TO PUBLIC INVESTMENT:

[]	:	[]
<i>PRIVATE</i>		<i>PUBLIC</i>

WHAT IS THE PERCENTAGE OF OWNER EQUITY
RELATIVE TO THE TOTAL PROJECT INVESTMENT?

[]	%
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LIST PUBLIC BENEFITS AND QUANTIFY IF KNOWN:

DOCUMENT & INFORMATION CHECK LIST:

- Ownership authorization or Affidavit of Ownership
- Site plan, conceptual plan elevations, floor plans, estimates (Licensed Engineer, Licensed Architect)
- Preliminary Project Schedule
- Commercial description- office, retail tenant base of the project, units, square feet, target lease rate
- Residential description – number of units, market sales price, market lease rates, target buyer or lessee.
- Résumé of the developer or development team, related development experience, and financial statement
- List engineer, architect, other development team members and their backgrounds
- Business and financial feasibility information for the proposed project:
 - Development Pro-Forma – development costs, sources and uses, cash flow analysis, debt coverage ratio, supportable debt and gap identification
 - Lease agreement if leasehold / land lease
 - Tenant commitments
 - Project financing – letters of intent from bank or lending institution
 - Ownership and equity positions

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 or other financial considerations from the Downtown Melbourne CRA or the City of Melbourne, 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, 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 improvements 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 confidence and used for no other purposes by the City of Melbourne; however, certain information provided is subject to Public Records Laws of the State of Florida. I have received and reviewed the program guidelines in this application package, prior to submitting this application.

SIGNATURE: _____ DATE: _____

Downtown Melbourne Community Redevelopment Agency

Downtown Melbourne Public-Private Development Program

Guidelines

Program Description

In fulfillment of the goals of the Downtown Melbourne CRA Redevelopment Plan, the Downtown Melbourne CRA Board has established a program that will enable the Agency to enter into public-private partnerships for facilitation of desired real estate development projects. The Downtown Community Redevelopment Agency (CRA) will utilize tax increment finance (TIF) or other CRA assets, to leverage private real estate investment opportunities, and to develop markets that are deficient or that do not currently exist in Downtown Melbourne. CRA funding may be used in combination with other City incentives, grants, and considerations that will be quantified as public participation in the project.

Program Duration and Funding

The CRA program is approved for use over a two-year period to establish and solidify a market for desired vertical mixed-use development, unless the CRA Board terminates or extends the program sunset. At their discretion, the CRA Board may require revisions to the program requirements or qualifications that may affect the eligibility of an application. Community Development staff will assist in determining if your project is eligible. Projects will be considered on a case-by-case basis at the sole discretion of the CRA Board, and any award is contingent upon the availability of funding.

Eligibility Requirements

It is intended that incentivized projects will be large scale developments that will be transforming and will serve as a catalyst to attract additional private investment within the CRA. Therefore, the program has a minimum qualifying real property capital investment floor of \$5 million.

Types of projects that will be considered are vertical mixed-use developments having any combinations of retail, office, hotel, market rate residential, and restaurant elements.

Additionally, single-use dense vertical development of market rate residential or hotel uses may qualify.

Since the program is an inducement to attract private development, projects that have already been constructed or have received building permits are not eligible. The applicant must clearly identify that there is a financial need for public investment in the project.

Additionally, the applicant will be required to provide information related to their ability to complete the project. A financial analysis will be conducted by City staff, and if necessary, by a third party to assess the financial feasibility of the project, assess financial risks to the City/CRA, and assess the level of public support requested by the applicant.

Projects must demonstrate that the public investment committed to a project will leverage substantial private capital investment. A *minimum* investment ratio of 7:1, private to public investment, will be utilized for evaluation purposes. Applications having an investment ratio that is less than 7:1, private to public, will not be eligible. **A greater leverage of private investment is desirable; however, meeting or exceeding the ratio threshold does not guarantee the request for assistance.** The following are examples of eligible ratios:

Total Project Investment	Developer Investment	Request for Public Participation	Eligible Ratio
\$12,000,000	\$10,500,000	\$1,500,000	7:1
\$5,000,000	\$4,546,000	\$454,000	10:1

Applicants may also incorporate tangible personal property for this evaluation, if a business tenant has committed to locating in the project as a lessee or owner. Private leverage will just be one indicator in assessing the impacts of a project.

An evaluation of the return on investment will be provided to the CRA Board. *Public benefits* outlined in the application, in addition to the new capital investment resulting from the project, will strengthen the evaluation of the application. The following are examples of public benefits that could be identified: public parking above required, job opportunities created, blighted structure elimination, tourism and visitation amenities, streetscape improvements, public infrastructure improvements, and public art.

Properties must be current on their taxes, or be made current upon a change in ownership of the property. Tax exempt projects are not eligible to participate in this CRA program. If the applicant is not the owner of the property, the property owner must provide authorization for the applicant to apply.

Incentive Flexibility, Approvals, and Agreement

The program provides flexibility in determining the type of incentive(s) and the amount of incentive necessary to achieve the development goals of the CRA. Types of assistance may include, but are not limited to: land costs, impact fees, infrastructure, parking, demolition, environmental remediation and right-of-way enhancements.

Incentive sources may include CRA, general fund, or other funding sources. Consideration for the type of financial partnership may include, but are not limited to, any or a combination of the following: various grants, TIF reimbursements, debt service, loan loss reserve enhancements, CRA & revenue bond financing, land subsidy, flexible leases, sale lease back agreements, and installation of public infrastructure upgrades.

All incentives under the public-private partnership need to be identified and quantified within the application. Estimates may be inserted in the application for some types of incentives until a value can be established by City staff. For example, an incentive such as land will need to be appraised prior to an incentive agreement under this program.

An agreement between all parties (i.e. Developer, City, CRA, etc.) will include all of the commitments, public and private to the project. Each project must be considered and approved by the Melbourne Downtown CRA, an agency whose Board is comprised of Melbourne City Council and the agreement may also require City Council approval. Commitments of public participation may be conditioned upon the applicant's performance of the representations made in the application. In some instances claw-back language will be a provision to the agreement. Evidence of commitments, such as documentation of capital investment, will be a requirement.