



RETURN APPLICATION TO:

City of North Port Neighborhood Development Services-Planning Division 4970 City Hall Boulevard North Port, Florida 34286	Sherry Willette swillette@cityofnorthport.com 941-429-7229 941-429-7021 (fax)
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Please Read The Important Information Below About Completing And Submitting The US 41 FAÇADE IMPROVEMENT PROGRAM Application

- Applications will be considered incomplete and will be returned if all items on the application form are not answered and all required attachments are not included. Incomplete applications may not be considered for participation in the program.
- ☐ Guidelines for applying for the Façade Improvement Program are available at www.CityofNorthPort.com. Then visit the Economic Development Page under Façade Program or by calling the number indicated above.
- ☐ Façade applications will be reviewed by a team comprised of City staff representing several divisions including but not limited to Planning, Zoning, Building, Economic Development, and others as plans dictate. Applicants will receive notification of the review team's decision within 30 days of application deadline. Eligibility of an applicant for participation in the program is at the sole discretion of Sarasota County.
- I have read and understand the guidelines set forth above, as well as those outlined in the Façade Improvement Program information sheet on Page 2, a copy of which is attached hereto and made a part hereof by reference.

Applicant Signature

Date

Title

FACADE IMPROVEMENT PROGRAM

The Objective of the Façade Improvement Program is to reduce the number of deteriorated properties in low and moderate income North Port neighborhoods; Improve the facades of businesses in the City of North Port; Increase the tax base of Sarasota County and City of North Port; Increase economic development opportunities in the North Port area; and Create an attractive streetscape theme. The program provides a forgivable loan for 80% of the project costs up to a maximum award amount determined by building square footage to commercial or office property owners for eligible renovation costs.

Eligible Geography

- ☐ Properties identified on the US 41 Façade Program Eligible parcels map within Activity Center #1 which is guided by the US 41 Mediterranean Architectural Standards.

How does the program work?

- ☐ Applicants will apply to the City of North Port by calling Michele Norton at 429-7160.
- North Port staff, working with Sarasota County staff will determine the eligibility of the business to receive Façade Improvement Program Funds.
- After determining that the business is eligible for funding, the applicant must work with a design professional to develop plans and specifications for the work that will be performed. Applicants and their design professionals are encouraged to work with City of North Port staff to develop plans that will be approved. Up to \$3,000 will be paid by Sarasota County for approved design professional plans and specifications for projects that receive final approval.
- An inter-departmental team consisting of City of North Port staff will review the proposal to ensure that it is in compliance with North Port codes, design standards and program guidelines
- Sarasota County staff will review and give final approval of the application.
- The applicant will solicit a minimum of 3 proposals from contractors licensed to work in the City of North Port for the using the approved plans and specifications. It is encouraged that contractors living in the City of North Port and Sarasota County will be used for this program.
- The City of North Port and Sarasota County staff will review the selected contractor to ensure that they are allowed to perform the work.
- The applicant will pay the 20% match to the City of North Port. These funds will be held in escrow and used to partially pay the contractor.
- The applicant will sign a promissory note and mortgage for the portion of the project that is a forgivable loan.
- The work will begin and the contractor will be paid directly by Sarasota County.

PLEASE NOTE, THIS FAÇADE IMPROVEMENT PROGRAM APPLICATION WILL BE CONSIDERED INCOMPLETE AND RETURNED IF ALL ITEMS ARE NOT ANSWERED AND ALL REQUIRED ATTACHEMENTS INCLUDED:

SECTION 1: APPLICANT INFORMATION (ALL ITEMS MUST BE ANSWERED)

Every person or other entity that holds 10% or more of the beneficial ownership of the Property (as member, partner, shareholder, or otherwise) must provide the City with their name, date of birth, address and telephone number. Upon the City's request, the applicant must provide documentation to support the information that the applicant provides pursuant to this paragraph.

1. Legal Name of Applicant: _____

2. **Project** Address (include zip code): _____

3. Applicant **Mailing** Address (Street, City, Zip): _____

4. Applicant Tax Identification Number: _____ Attach copies of your organizational documentation (articles of incorporation, etc.)

5. If Applicant is a Company, indicate the type of Business Organization: (Corp., LLC, etc.) _____

6. Contact Person's Name: _____

7. Title (if applicable): _____ 8. Email: _____

9. Phone : _____

10. Are all of the Applicant's local, state and federal taxes current? Yes No (if no, provide explanation)

SECTION 2: BUILDING OCCUPANCY

11. What is your legal interest in the building? Property Owner OR Tenant
If tenant, the property owner must complete and execute an Owner Consent Form.

12. Provide a list of ALL businesses operating from the project address - attach a separate sheet if necessary:

Business Name	Type of Business	Owner's Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 3: PROJECT INFORMATION (ALL ITEMS MUST BE COMPLETED)

13. Project Address: _____ 14. Zoning of Property: _____
15. Tax Parcel ID Number(s): _____ 16. Building Square Footage: _____
17. Do you have site plans for your project? Yes No If yes, you must submit a copy with your application.
18. Have building permits been applied for? Yes No If yes, copy of permit and any supporting site plans must be attached.
19. Are there any known code violations at the site? Yes No If Yes, explain.

SECTION 4: ATTACHMENTS (READ CAREFULLY - ALL ITEMS ARE REQUIRED & MUST BE ATTACHED)

- Organizational Documentation (corporate, partnership, LLC, proprietorship documentation) (see question no. 5) N/A
- Owner Consent Form – Required if you are not the owner of the project real estate (see question 11)
- List of Tenants (see question no. 12)
- Copy of Applicant’s current Business License Check here if not applicable:
- Copy of Site Plan Check here if not applicable: Copy of Building Permit Check here if not applicable:

IMPORTANT!! When submitting the below attachments keep in mind that the program Review Team must be able to understand exactly what you are proposing to do to the property and exactly how the project will look upon completion. Provide as much detail as possible, including information on types of material, quantities, colors, etc. Applications that do not include sufficient project details will not be considered.

- Statement of Project Description** – A written statement of what the façade project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on façade, etc.
- Photograph(s) of Existing Façade** - Submit several photos of your building in its current condition. If necessary, also take several photos of buildings in the area to demonstrate that your proposed improvements will maintain the character of the area. Be sure to label each photo and indicate what improvements you are proposing to make in each. Photos can be submitted electronically in JPEG format.
- Drawings of Proposed Façade Improvements** – Include a concept drawing of what the site will look like after work is completed. For larger projects involving a major scope of work this will include copies of your renovation plan containing elevations and site plans. For smaller projects, a simple sketch may be appropriate at the City’s sole discretion. In addition to a conceptual drawing, include product sample sheets of design elements such as windows, doors, lighting, canopies, etc. showing colors, size, type of material, etc.
- Copy of Site Plan** – If your project requires site plans to be submitted for permitting purposes, a copy of the project site plans, as submitted, must be included with the grant application.
- Detailed Cost Estimates/Bids for Proposed Improvements** – You must submit a minimum of three cost estimates from qualified contractors. Estimates should include all details of approved scope of work.

SECTION 5: APPLICANT SIGNATURE

By signing below, the Applicant acknowledges that he/she has received and read the program guidelines for the Façade Improvement Program. Also, if Applicant is not an individual, the Applicant has caused this application to be signed by its duly authorized representative and Applicant acknowledges that the Company is properly organized and licensed to conduct business in the state of Florida.

The Applicant assures that the above information is true and correct and agrees to comply with all Sarasota County and City of North Port guidelines applicable to this program. The applicant also agrees that in the event of his/her/their breach of any condition or provision, or if any of the above information is found to be false, or whenever deemed to be in the interest of Sarasota County in its sole discretion, the County has the right to terminate the program agreement.

The Applicant understands that the City will conduct a review of local property taxes for the purpose of determining eligibility for this program. All costs incurred by the City pursuant to these records searches will be paid by the City of North Port.

Applicant further understands that he/she must submit, among other things, detailed cost documentation, including canceled checks and billing invoices once the improvements have been completed.

The Applicant authorizes the City to use his/her/its name, likeness, photos and/or information about the project participating in the Program for promotional purposes.

Date Signed

Applicant Signature

**Photos must be submitted as part of your grant application.
Submit photos electronically in JPEG format whenever possible.**

This page is not required; it is provided for your convenience to help you describe your proposed scope of work. It is helpful to describe in detail what each photo represents, (view of building or parking lot from front, left, right, back, etc.) and to indicate what changes are being proposed for each photo.

Provide electronic copies of photos
whenever possible
or
Paste Photos Here

*Provide photos of building exterior
AND site conditions*

Photo Description: Describe what is represented in the above photograph prior to making the proposed façade changes, and what will be installed/changed in same location once the facade project is completed: _____

Provide electronic copies of photos
whenever possible
or
Paste Photos Here

*Provide photos of building exterior
AND site conditions*

Photo Description: Describe what is represented in the above photograph prior to making the proposed façade changes, and what will be installed/changed in same location once the facade project is completed: _____

Property Address _____

If the Applicant does not own the property, this Owner Consent Form must be completed by the property Owner and submitted with the Application.

OWNER CONSENT FORM

The undersigned owner of the existing building located at: _____ (Address) certifies that _____ (Applicant) operates or intends to operate a business at the above location. The undersigned agrees to permit the Applicant and his contractors or agents to implement the improvements listed on the Façade Improvement Program Application ("the Application") dated _____.

In consideration of the loan to improve the building facade, the undersigned hereby waives and releases any claim against the City of North Port ("City") and Sarasota County ("County") arising out of the use of said funds for the purposes set forth in the Application. The undersigned agrees to hold the City and County harmless for any charges, damages, claims or liens arising out of the Applicant's participation in the Façade Improvement Program.

Owner

Company: _____

By: _____

Name: _____

Name _____

Title _____

Witness:

By: _____

Name _____

Title _____

STATE OF FLORIDA
COUNTY OF SARASOTA

The foregoing instrument was acknowledged before me this ____ day of ____, 20__, by _____ who is personally known to me or has produced his/her driver's license as identification.

WITNESS my hand and official seal or stamp, this ____ day of _____, 20 ____.

Notary Public

My commission expires: _____