



City of Clermont - CRA
BUILDING CODE ASSISTANCE PROGRAM
Criteria

I. Intent

It is the intent of the Clermont Community Redevelopment Agency (the "CRA"), under Part III Community Redevelopment Act, Chapter 163, Florida Statutes, to provide assistance to owners or tenants of property located within the community redevelopment area, in order to further the purposes of the Downtown Redevelopment Plan, by improving the ability keep existing businesses and for new businesses to move in and open in structures located in that area. Such assistance for code required improvements will be in the form of a financial grant or reimbursement to qualified businesses, owners or tenants who apply to the City/CRA for such assistance. The purpose of these guidelines is to establish the policies and procedures to be followed by the City in considering applications.

II. Program Description

The CRA's *Building Code Assistance Program* (BCAP) provides a financial grant or reimbursement to help pay eligible costs incurred by a qualified owner or tenant in making improvements that are required due to building code requirements. Code requirements may be from building, fire or City codes that could have prevented a new business from starting. Such improvements may include: fire alarms; air system handlers (heating/air conditioning units); fire walls (needed for various uses); handicap access, including bathroom facilities (ADA requirements); front doors; grease traps (restaurants); electrical; awnings or mansards. Grants will be awarded only in the CRA's redevelopment area. This program is for building code issues/items and is not utilized for simple replacement.

III. Eligibility

Grant applications will be considered only if they meet all of the following eligibility criteria.

1. Location and Clermont CRA Redevelopment Plan

The project must be located within the Clermont CRA's Redevelopment Area, as presented in the adopted CRA Redevelopment Plan, adopted in January 26, 2005. The requested rehabilitation must also further the Clermont CRA Plan, inclusive of any subsequent amendments.

2. Applicants

Owners or tenants of real property within the Clermont CRA Redevelopment Area as described in the Redevelopment Plan, dated January 26, 2005. Property must be considered non-residential (e.g. commercial, retail or office) unless it is a mixed use (residential being a clear secondary use) according to the Clermont Comprehensive Plan and Zoning. Applicants for this program must be able to demonstrate financial capability to complete the project and long term commitment to maintain the property in the condition to which it will be renovated.

Nonprofit and/or religious entities may be eligible. Please see #4(D).

3. Consistency with Governmental Regulations: Clermont Code Enforcement Compliance; Clermont Comprehensive Plan; Zoning & Clermont Land Development Code; Architectural Standards for the City of Clermont; CRA Redevelopment Plan, and; Florida Building Code.

Eligible projects must demonstrate consistency with the City of Clermont's Comprehensive Plan, Land Development Code, applicable zoning, and is consistent with the *CRA Redevelopment Plan*, as evidenced by a review from the City's Planning & Zoning Department. The rehabilitation must meet all requirements of Clermont's building and safety code requirements, Code Enforcement, Comprehensive Plan, Zoning & Land Development Code, the City of Clermont Architectural Standards, and the Florida Building Code – all upon completion of the project. Any façade project location must have a Business tax Receipt, be a permitted use, or have a Conditional Use Permit to operate.

4. Eligible Projects and Costs

A) It is the intent of the *Building Code Assistance Program* to refund a portion of the applicant's cost for interior, exterior or structural improvements for non-residential structures that will enable an existing business or a new business to operate/open within the CRA district. Exterior code required improvements and interior code required improvements to existing property within the CRA project area would be eligible for non-residential building. All new construction not substantially contributing to building code improvements will be excluded from this program. Any other grants from other City/City programs may not be combined for the same materials or work. Handicap access must be available.

The following are examples of eligible improvements:

- i) Fire alarm systems required for the safe operation of businesses.
- ii) Fire walls as required by the Fire Marshall for particular types of businesses.
- iii) Air system handlers – heating and air conditioning systems.
- iv) Handicap access for front or back doors, bathrooms or internal movement renovations such as door widening,
- v) Electrical – can include rewiring, replacement, and electrical portions of signage.
- vi) Awnings, mansards or canopies over windows or walkways and other decorative improvements, including shutters; and that are in disrepair and are a threat to the general health, safety and welfare. Must be for public facing sidewalk coverings.
- vii) Other improvements required for the re-occupation of the property by the Florida Building Code.
- viii) Other code items as may be presented and subsequently approved by the City for inclusion into the program.

B) Specifically exempted from the grant monies are the following:

- i) Off building signage (i.e. any signs not attached to the building, mansard or canvas type awnings).
- ii) All structural improvements not substantially contributing to the improvement of the property, including load-bearing walls or other similar structural components; and
- iii) Building permits.

- C) The applicant must contribute at least 25% over and above the cost of the requested grant amount.

Example:

Grant request:	\$5,000
Applicant contribution:	<u>\$1,250</u>
Total Project cost:	\$6,250

The grant amount shall in no event exceed \$5,000.00 per unit or building, and shall not exceed the total cost of all improvements. The applicant must pay for any additional costs over and above the maximum grant amount, and any applicant estimated costs, in order to complete any desired Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the *BCAP* come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

- D) Any building owned by a nonprofit and/or religious entity for services or meetings that do not pay property taxes shall only be eligible for *Facade Improvement Grant Program* funding up to 50 % or \$2,500. The applicant must contribute at least 25% over and above the cost of the requested grant amount.

5. Documentation

The grant application must be completed and submitted to the City with the following additional items:

- a. Photographs of the existing building and the proposed project area.
- b. Schematic drawings illustrating all proposed work, or pictures with project description outlined. Include a description of materials and methods to be used, depending on the proposed project (see 4. A.).
- c. Cost estimates for each aspect of the project.

Example:	Air/heat Handler:	\$3,590.00
	Front door:	900.00
	Grease trap:	<u>2,230.00</u>
	TOTAL:	\$6,720.00

6. Application and Grant Availability

The applicant is advised that this grant is given at the sole discretion of the City of Clermont and CRA, and these criteria are used as a base to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the Clermont Planning & Zoning Department and the Site Review Committee for completeness and eligibility prior to any approvals.

* All grant funds are subject to availability as authorized by, and at the sole discretion of the CRA. Only one grant per unit every three (3) City fiscal years.

Please note: All projects must be completed within 120 days (4 months) or by the contracted date after receiving approval from the City of Clermont and the CRA and

any required City building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the CRA, according to contract requirements.

7. Disbursement of Funds

The City of Clermont must approve in concept, proposed improvements.

Applications for improvements will be reviewed for completeness and if they are eligible, the applicant will be notified. At the time the grant is awarded, funds will be dispersed as follows:

- a) Applicant may receive monthly payments based on submittal of paid receipts. Maximum payout is 75% of the grant amount until final CO or approval is completed. Building permits may be required for work to be done, and the applicant must check with the Building Official to determine permit needs.
- b) In the event building permits are not required for such grant approved renovations, approval may be granted by the City or it's representative to proceed; and/or
- c) Applicant will be eligible for the remaining portion of the grant at the time of approved final inspection by, or issuance of final approval from the City of Clermont and the CRA for the completed project. Verification of payments being made to a vendor or contractor must be presented, (canceled checks, paid invoice from vendors, i.e. the awning contractor, etc.) prior to issuing final grant payment.
- d) All grant requirements must meet all requirements and City of Clermont codes.
- e) Applicant will be notified in writing as to approval or denial.
- f) Final bills submitted to the City for reimbursement. In the event actual project costs designated to be paid for by the FIGP come in lower than the estimated contract costs, the grant shall meet, not exceed those actual costs, no matter any additional applicant costs. All bills (marked paid in full), or release of lean must be submitted for reimbursement to the city as proof of payment by the applicant.

ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL AFTER FINAL APPROVAL BY THE CITY/CRA, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED. BUILDING PERMITS MAY BE REQUIRED.

* For more information about the Clermont Facade Renovation Grant Program, please contact:

City of Clermont

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