COMMUNITY REDEVELOPMENT GRANT APPLICATION

Grant Application Process: How To Apply:

**Step 1:**
- Copy showing proof of ownership
- Detailed outline of proposed project improvements including: photos showing existing conditions, detailed drawing or photos with notations of proposed improvements
- Accurate color samples for painting approval
- Examples or samples of proposed materials or colors
- Submit material samples or brochures if applicable, indicate quality finishes
- For signage, graphically indicate sign lettering style, letter and sign dimensions
- Provide a list of all vendors, contractors, handymen who will be utilized to complete improvements
- Attach 2 cost estimates from all contractors for all work improvements. Estimates must include identical scopes of service
- Submit a specific list of the businesses which will be utilized for the purchase of all materials with cost estimates and material breakdown
- Provide proof the proposed work is to be done by a licensed building contractor, or if the work can be done by another type of company such as a handyman
- Provide proof that all companies which will be used are properly licensed to conduct business in the City
- Provide proof utilities are current
- Provide a copy of City business license for business location
- Verify no current or pending code enforcement actions
- Provide proof of payment for property taxes

**Step Two**

Redevelopment staff reviews the project to ensure compliance with program guidelines

**Step Three**

Applicant presents plans to the Permits and licensing division for compliance with applicable building and design codes

**Step Four**

Applicant commences work within 30 days of obtaining a building permit
Step Five

Upon completion, redevelopment staff approves work and issues a Certificate of Completion. Applicant provides staff with documentation of project, permits, Certificate of Completion, canceled checks or paid receipts.

Important Notes:

- Projects must meet all city code requirements
- Applicants are responsible for acquiring necessary permits
- All improvements must meet redevelopment design guidelines
- Projects must receive written approval from the redevelopment office before work begins
- All improvements must complement the size and shape of the buildings architectural style and the colors shall be harmonious with the neighboring structures
- The applicant can’t owe the City money

Please return the completed application to:

City Hall

200 SW 1st Street

Lake Butler, FL 32054

If you have any questions please call (386) 496-3401
APPLICATION FOR COMMUNITY REDEVELOPMENT GRANT

APPLICANT

NAME _____________________________________________

MAILING ADDRESS ________________________________________

PHONE NUMBER (DAY) ______________________ (EVENING)____________________

E-MAIL _____________________________________________

BUSINESS

BUSINESS NAME _________________________________________

BUSINESS ADDRESS _______________________________________

BUSINESS PHONE NUMBER ________________________________

TYPE OF BUSINESS ______________________________________

FEDERAL/TAX ID NUMBER ____________________________________

________________________
PRINTED NAME

________________________
SIGNATURE

________________________
DATE
CRA GRANT APPLICATION CHECKLIST (FOR OFFICE USE ONLY)

___ PROOF OF OWNERSHIP
___ COMPLETED APPLICATION
___ TWO ESTIMATES
___ APPLICANT DOESN'T OWE THE CITY
___ DRAWINGS OF PROPOSED IMPROVEMENTS
___ PHOTOGRAPHS OF EXISTING BUILDING

APPLICATION RECEIVED ____________________________ DATE

APPROVED _______ YES _____________ NO ______________ DATE