

The Margate Community Redevelopment Agency

Commercial Property Landscape Improvement Grant Program Policies and Procedures

I. Purpose

The purpose of the Commercial Property Landscape Improvement Grant Program is to assist property owners with sites located in the ~~Phase I Target~~Margate Community Redevelopment Area in substantively enhancing the visible appearance of their property. Many properties in the City of Margate were constructed after the adoption of the City of Margate's current ~~Landscaping provisions~~ regulations. This has left the City with many commercial properties that provide for little, if any, aesthetic appeal. It is the intent of the Margate Community Redevelopment Agency (MCRA) to rectify this situation without regulation but through a voluntary upgrade of private property through this grant program. The revised program will take effect February ~~13, 2014~~16, 2015, and continue to ~~September 30, 2015~~.

II. Eligibility Criteria

- a. Property must be ~~located in the Phase I Target Area of the Margate Redevelopment Area defined for this program as North State Road 7 between Copans Road and Southgate Boulevard or Gateways at the State Road 7 intersections of Copans Road, Coconut Creek Parkway, Atlantic Boulevard, and Southgate Boulevard within the boundaries of the Margate Community Redevelopment Area~~
- b. Must be a commercial property (retail, restaurant, office, mixed-use) and not solely provide living accommodations
- c. Landscape improvements funded through the program must adhere to the City of Margate Landscape Code of Ordinances. Where nonconformities exist due to site limitations, the goal shall be to bring the property as much into compliance as possible.
- d. Improvements must support the objectives and goals of the MCRA Plan

III. Funding Guidelines

The MCRA is making available to all commercial property owners within the ~~Phase I Target~~Community Redevelopment Area a grant award that equates to 50% of eligible project costs, up to \$10,000 to assist in landscape improvements. This money is available on a dollar-for-dollar match (for every one dollar the property owner puts in, the MCRA will put in one dollar) but cannot exceed 50% of the total cost of the project. An agreement between the property owner and the ~~Margate Community Redevelopment Agency~~ MCRA must be signed that will guarantee that any materials installed under the grant will not be removed or negatively altered (as determined by the MCRA) for five (5) years after installation, unless pre-approved by the MCRA, and that it will be maintained in accordance with the City of Margate's landscaping maintenance standards. If these provisions are not met, the MCRA will have the right to request a return of any funds disbursed to the property owner with interest. Additionally, no work is to be undertaken without written approval of grant funds from the MCRA. The

program will not reimburse an owner for work previously done, or already underway prior to the MCRA board's approval of the grant. ~~or work with a current permit for construction.~~

IV. Eligible Expenses

~~Eligible expenses include~~ Substantial site improvements that are associated with installing landscaping that meets or exceeds the City of Margate Landscaping code regarding the perimeter of a non-residential property that abuts a public right-of-way and those portions of the code relating to interior parking lot landscaping. This may include but not be limited to: design costs, asphalt removal, plant materials, xeriscaping, native plants, shade trees, bike racks, paving, sealcoating, irrigation systems and installation, permit, water meter installations, water impact fees, etc. Please visit the City of Margate's website www.margatefl.com for the Code of Ordinances, Chapter ~~12-14~~ 23, Landscaping. All work must be performed in a first class workmanlike manner in compliance with ordinances and regulations of the City of Margate, ~~and must meet all building and other applicable codes.~~

V. Ineligible Expenses

There are several items in the City Landscape Code that are not eligible expenses. These items include but are not limited to: installation of trash receptacles, dumpster enclosures, screening or landscaping around such enclosures or screens, landscaping or masonry walls for buffering zones between non-residential and residential properties. Replacement of existing materials and work associated with the City of Margate Code of Ordinances, Landscape Maintenance Requirements are not eligible either.

VI. Application Checklist

Every application package must include the following items before it will be processed and considered for approval:

- ☐ Signed and completed application form
- ☐ Copy of executed commercial lease (if tenant) or warranty deed (if owner)
- ☐ If applicant is a tenant, signed and notarized authorization by property owner is required
- ☐ Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles, describing the use, management and occupancy of the property
- ☐ Legal description of the property
- ☐ Narrative description of entire project being undertaken, including sources of financing
- ☐ Detailed budget for entire project with breakdown of landscape improvements for which reimbursement is being requested from Program
- ☐ A minimum of tTwo bids/quotes from ~~two~~ licensed, insured contractors
- ☐ Preliminary schedule
- ☐ Photograph of existing conditions with at least one photo showing adjacent properties- digital file and hard copy
- ☐ Site plan or survey that accurately reflects the existing property-digital file and hard copy

- ~~□ Rendering of proposed improvements digital file and hard copy~~
- Preliminary ~~site plan~~, landscape plan identifying types and location of materials, irrigation plan, ~~or any drawings that enable staff to determine quality of design~~; location of parking must be included in the site plan and meet current code regulations- digital file and hard copy
- ~~□ Materials Sample Board~~

VII. Application Procedure

Applicants are advised that it may take between 60 and 90 days to fully process a Grant Application depending upon the completeness of the Application and back up information, and the MCRA Board meeting schedule. The MCRA Board meets on a monthly basis. Once an application is fully complete it is anticipated that it will be presented to the MCRA Board at the next available meeting. Property owners~~Applicants~~ shall follow the steps listed below for application approval:

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- a. Schedule an appointment with MCRA staff as early in the process as possible to discuss project and make sure it meets program intent. Please call (954)935-5324 or e-mail craprojects@margatefl.com.
- b. Meet with the Economic Development Department for a preliminary review of proposed renovations to property
- c. Compile application materials and submit application to MCRA
- d. MCRA staff reviews application, conducts a site inspection and notifies applicant of any missing information
- e. Complete application and Grant A-a agreement signed by applicant are presented to MCRA Board for approval. The decision of the Margate MCRA Board shall be final.
- f. MCRA staff notifies applicant of MCRA Board approval or denial. Applicants not approved may apply again one year from denial.
- g. Project commences

It is anticipated that applications will be presented to the MCRA Board for approval within 45 days of receipt.

VIII. Reimbursement Procedure

All work agreed to in the Grant Agreement (Agreement) must be commenced within one hundred eighty (180) days of the date of the Agreement and completed within five hundred forty-five (545) days of the Agreement.

No grant funds will be disbursed prior to the receipt of all necessary inspection approvals.

Costs for improvements not pre-approved through the application process are not reimbursable.

To receive reimbursement grantees must provide the following:

- Detailed invoice(s) from the contractor or vendor corresponding to the completed approved improvements
- Proof of payment in the form of a cancelled check (front and back) or credit card statement clearly indicating that payment for the specific item has been made. Payment amounts must correspond with invoice amounts.
- Cash payments may not be reimbursed if MCRA staff cannot conclusively verify that payment was made.

Staff will review the supporting documents and conduct a site inspection. If everything is in order, the MCRA will declare the project complete and issue a check to the property owner for the amount allowed by the grant agreement.

~~In order to insure that an individual project is undertaken, the property owner must undertake all the work stipulated in the grant agreement within one year of grant approval by the CRA Board, and pay for all work performed upfront. For extensive renovation projects, reimbursement may be provided in up to three (3) draws provided inspections from appropriate government agencies have been approved for work completed and work has been done in a first class workmanlike manner. Final inspections from appropriate government agencies will need to be approved for final draw. Upon completion, the owner will submit a request for payment with supporting documents within one month. Supporting documents include Certificate of Completion and/or Occupancy, copies of invoices, pay applications, proof of payment, and any other documents that enable staff to determine project completion. Upon review of supporting documents, the CRA will declare the project complete and issue a check to the property owner for the matching amount allowed by the CRA property owner agreement.~~

IX. General Provisions

It is the intent of the MCRA to fund applicants on a first-come, first-served basis, however, the Margate-MCRA reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented. This may include, but not be limited to: ranking of applicants, which applicants will be funded, all conditions of funding, and approval of all plans, designs and materials to be utilized. Applicants, even those that meet the eligibility requirements, may not be approved if a project conflicts with objectives and goals in the MCRA Plan.

If ~~a property owner~~an applicant is applying for the Commercial Property Façade Improvement Grant Program simultaneously, that ~~owner applicant will still have to must~~ complete the application form for both programs but may submit them together with all the required attachments as one package. Remember to include separate short narratives describing the improvements to be undertaken through each program. Acceptance of an application to one program does not guarantee approval of both programs.

The Margate Community Redevelopment Agency
Commercial Property Landscape Improvement Grant Program
Application Form
(Please type or clearly print)

Address of Property to be Improved: _____

Folio Number: _____

Current Use(s) of Property (Office, retail, etc.): _____

Name of Property or Center (if any): _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's E-mail: _____

Property Owner's Name (if different from Applicant): _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Property Owner's E-mail: _____

Anticipated Cost of All Improvements on site: \$ _____

Anticipated Amount to be Requested from MCRA: \$ _____

All required attachments listed below must accompany the application form.
Applications must be complete and correct for the MCRA to consider.

X. Application Checklist

Every application package must include the following items before it will be processed and considered for approval:

- ☐ Signed and completed application form
- ☐ Copy of executed commercial lease (if tenant) or warranty deed (if owner)
- ☐ If applicant is a tenant, signed and notarized authorization by property owner is required
- ☐ Business Plan or Executive Summary, including a narrative describing the business, its operations, and its business principles describing the use, management and occupancy of the property
- ☐ Legal description of the property

- ☐ Narrative description of entire project being undertaken, including sources of financing
- ☐ Detailed budget for entire project with breakdown of landscape improvements for which reimbursement is being requested from Program
- ☐ ~~A minimum of two~~ bids/quotes from ~~two~~ licensed, insured contractors
- ☐ Preliminary schedule
- ☐ Photograph of existing conditions with at least one photo showing adjacent properties- digital file and hard copy
- ☐ Site plan or survey that accurately reflects the existing property-digital file and hard copy
- ☐ ~~Rendering of proposed improvements- digital file and hard copy~~
- ☐ Preliminary ~~site plan~~, landscape plan identifying types and location of materials, irrigation plan, ~~or any drawings that enable staff to determine quality of design~~; location of parking must be included in the ~~site~~ plan and meet current code regulations- digital file and hard copy

I hereby submit this form and all required attachments as application to the Margate Community Redevelopment Agency (MCRA) to be considered for a Grant under MCRA's Commercial Property Landscape Improvement Grant Program.

I understand that no work may be performed nor any contracts for work entered into by the applicant or their agents until approval of this request is received in writing from the MCRA. Improvements completed prior to approval are not eligible for reimbursement.

I further understand the ~~Margate Community Redevelopment Agency-MCRA~~ Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Landscape Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all plans and materials to be used.

I have read and understand the MCRA's Commercial Property Landscape Improvement Grant Program Policies and Procedures.

Signature of Applicant

Print Name

Date

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