



Margate Community Redevelopment Agency

Shopping Center Property Improvement Program

1. Overview

The Shopping Center Property Improvement Program is designed to improve the appearance of the street-facing exteriors and landscaping of commercial shopping centers within the Margate Community Redevelopment area. The program's mission is to stimulate revitalization and private sector capital investment by proactively addressing deteriorating property conditions and encouraging improvements which increase economic vitality.

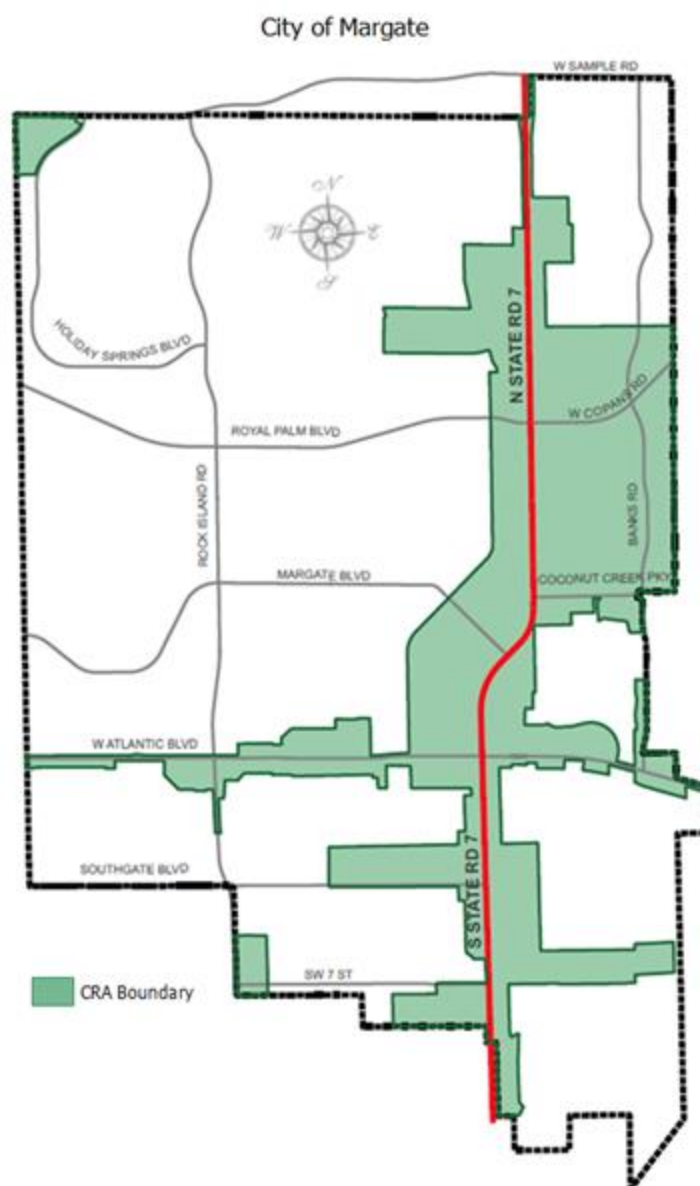
Objectives

- Encourage property investment that directly relates to improving the aesthetics of shopping centers.
- Significantly increase the shopping centers' curb appeal by installing new landscaping at the property.
- Enhance shopping centers curb appeal to help new and existing businesses succeed and attract shoppers.
- Support renovations to reduce blighted conditions.
- Create positive momentum towards community development.
- Attract and retain local businesses.

- Stabilize and increase property values.
- Reduce vacancies in store fronts.
- Provide a catalyst for others to improve their buildings aesthetics.

Eligibility

- a. Property must be located within the boundaries of the Margate Community Redevelopment area (map below).





- b.** Must be a commercial shopping center property (with a mix of uses including retail, restaurant, office and service) with more than 20,000 leasable square footage and not solely providing living accommodations, automobile repair and/or office use.
- c.** Exterior improvements must adhere to the City of Margate Design Guidelines.
- d.** Exterior and landscaping improvements must be across the entire property visible from the public right-of-way.
- e.** Eligible participants may be individuals, sole proprietorships, partnerships or any other legally identified form of a for profit commercial property owner.
- f.** The proposed project must comply with the MCRA Implementation Plan, Citywide Design Standards, applicable land use regulations and current Code requirements, subject to review/approval by the City of Margate's Development Services Department, Architectural, CRA Staff and CRA Board.
- g.** Improvements must support the objectives and goals of the MCRA Plan.
- h.** Must have property owner participation and approval.

Eligible Expenses

The City of Margate requires permits for most of the eligible improvements listed below. It is imperative that property owners obtain all necessary building permits before beginning any improvement work.

Eligible expenses are those reasonable costs associated with undertaking a substantial exterior and landscaping improvement to a commercial shopping center property. Those include:

• Removal/replacement of inappropriate façade covering material	• High-quality fencing
• Monument signs, canopies and awnings	• Exterior lighting
• Handicap accessibility improvements	• Sidewalk repair
• Exterior building repairs	• Landscaping and irrigation (plant materials, trees, irrigation systems, installation)
• Exterior painting and cleaning	• Outdoor planters and street furniture



- | | |
|--------------------------------------|---|
| • Tuck-pointing and masonry repair | • Removal of razor wire, chain link fences, window bars |
| • Window and door repair/replacement | • Fees for design and architectural services and permitting |
| • Storefront repair/replacement | • General façade improvements |
| • Bicycle parking | • Other improvements not listed above |
| • Parking lot paving and striping | |

All work must be performed in a first class workmanlike manner in compliance with all applicable State, county and City of Margate regulations and Building Code.

Ineligible Improvements

- | | |
|--|---|
| • New building construction | • Any improvements not visible from the public right-of-way |
| • Improvements to buildings constructed within the last 5 years | • Improvements in progress or completed prior to preliminary approval |
| • Equipment, mechanicals and HVAC systems | • Security systems |
| • Roof repairs (other than those portions that directly attach to a new or renovated façade or pitched roof) | • Routine maintenance that is not part of an eligible façade improvement project |
| • Any interior work | • Installation of trash receptacles, dumpster enclosures, landscaping around such enclosures, landscaping for buffering zones |
| • Landscaping regular maintenance | • Improvements to non-commercial buildings |



Funding Guidelines

- The Shopping Center Property Improvement Program is available to eligible properties within the Community Redevelopment Area in the form of a forgivable loan after project completion in an amount equal to 80% of project costs for an amount not to exceed \$750,000.
- MCRA funding cannot exceed 80% of the total cost of the project.
- If the MCRA approves the program application, an Agreement between the property owner(s) and the MCRA must be executed to protect the MCRA's investment and recorded on the property in the form of a lien for a period of seven (7) years.
- Exterior and landscaping improvements made with MCRA program funding will not be altered unless pre-approved by the MCRA for a minimum of 7 years after completion, and that the property will be maintained in accordance to the City's Property Maintenance Standards Ordinance.
- If any contractual provisions are not met, the MCRA has the right the right to demand from the property owner the return of any funds disbursed plus interest at the prevailing rate but not exceed eight percent (8%).
- No work covered by the program application is to be undertaken without written approval of program funding from MCRA.
- The program will not provide reimbursement for any work previously done or already underway prior to the MCRA Board's approval of the program award.

Other Conditions

- Program will be available on a first-come, first-ready, first-served basis and depending on funding availability.
- Total project cost may not exceed 50% of the property's assessed value.
- All property taxes and utilities must be current in order to apply and remain current.
- Any and all projects involving work that has already commenced prior to the execution of contract with the MCRA will not be funded.
- The MCRA does not fund sweat equity. Therefore, all work must be done by a licensed General Contractor.
- Funding for any project must not be used for religious purposes.



- Any applicant that is delinquent on their assistance from the MCRA is not eligible for any further assistance.
- Property shall not have any open Code violations.
- Property to be improved must be free of all municipal and county liens, judgments or encumbrances of any kind and must remain free of all municipal and county liens, judgments or encumbrances of any kind during the term of the agreement. Failure to do so may impact payment of the reimbursement award. To ensure this, the MCRA will perform a lien search on the property at a cost of \$150 to \$300, which will be deducted from the program funding to the recipient. All recording costs associated with this program will be deducted from the funding to the recipient.
- The MCRA reserves the discretion to give priority consideration to applicants that leverage more than 20% of funding on the total project cost.
- The 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 limited to ranking of applicants, which applicants will be funded, all conditions of funding, approval of plans, designs and materials to be utilized. Applicants, even those that meet the eligibility requirements, may not be approved if a project conflicts with the objectives and goals in the MCRA Plan.

Terms and Obligations

- The Shopping Center Property Improvement Program award will have ongoing obligations/covenants, which include, but are not limited to a lien on the applicant's property.



2. Guidelines

Submitting the Shopping Center Property Improvement Program Application

1. Every documentation provided to the MCRA as part of the application will become a Public Record and as such are viewable to the public and not considered confidential, subject to any exemptions provided by Florida Law.
2. Application must be completed in its entirety, including attaching all required documents. Incomplete applications will be returned to the applicant and not processed, nor considered for participation in the program.
3. Nonprofit organizations are not eligible for this program.
4. Proposed exterior improvement work and landscaping must be visible from a public street.

Completing your Shopping Center Property Improvement Project

5. The applicant is responsible for obtaining all City required building permits to complete the project.
6. All work agreed to in the Program Agreement must be commenced within 180 days of the date of the Agreement and completed within 545 days of the date of the Agreement. After 545 calendar days, the program will be closed out and funds will be recaptured, unless an extension has been granted in writing by the MCRA.
7. No award funds will be disbursed prior to the receipt of a Certificate of Occupancy or the necessary inspection approvals and closed permits.
8. Costs for improvements not pre-approved through the application process are not reimbursable.

Reimbursement

9. Reimbursement of funds will be provided after the MCRA staff inspects the project for completeness and all building permits have been closed.
10. If work is deficient, the applicant shall have 30 calendar days to correct the deficiencies. The MCRA will not pay for any work done to correct the problem, and it will be at the applicant's expense. If, after 30 days the problem is not corrected, or if the MCRA has not



been contacted with an explanation of the delay, the Shopping Center Property Improvement will be forfeited, and no monies will be reimbursed.

11. To receive reimbursement the applicant must provide the following:

- a. Detailed invoices from the contractor or vendor corresponding to the completed approved improvements.
- b. 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 to contractors or vendors will not be considered for reimbursement.
- c. Paid in full receipt for each invoice.
- d. Proof of closed Building permits.

Staff will review the supporting documents provided. If everything is in order, the MCRA will declare the project complete and process payment to the property owner for the amount allowed by the Program Agreement. The executed Program Agreement, Declaration of Restrictive Covenants or other obligation will be recorded in the form of a lien on the applicant's property for a period of 7 years.

I have read, understand and accept the program overview and guidelines set forth above for the Shopping Center Property Improvement Program.

Property Address

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date

Initials: _____



3. Application Checklist

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

- ☐ Signed and completed application form.
- ☐ Color Photographs of existing conditions of the property. Hard copy and digital file emailed to cra@margatefl.com.
- ☐ Most recent mortgage statement or statement of satisfaction of mortgage (if applicable).
- ☐ Warranty deed.
- ☐ Broward County Property Appraiser Report.
- ☐ Current property tax receipt.
- ☐ Property insurance.
- ☐ Articles of incorporation.
- ☐ Business Plan or Executive Summary describing the use, management and occupancy of the property.
- ☐ Narrative description of entire project being undertaken, including sources of financing.
- ☐ Detailed budget for entire project with breakdown of exterior improvements and landscaping for which reimbursement is being requested from Program.
- ☐ A minimum of three bids/quotes from licensed and insured contractors and/or vendors.
- ☐ Bank commitment letter(s) detailing the conditions of the loan approval (if applicable).
- ☐ Preliminary construction schedule.
- ☐ Site plan or survey (including legal description of the property) that accurately reflects the existing property. Hard copy and digital file emailed to cra@margatefl.com.



4. Application Procedure

Applicants are advised that it may take between 60 and 90 days to fully process a Shopping Center Property Improvement Program 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 Board at the next available meeting.

Applicants shall follow the steps listed below for application approval:

- 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 954-935-5307 or e-mail cra@margatefl.com.
- b. Meet with the MCRA and Development Services Department for a preliminary review of proposed renovations to property.
- c. Compile application materials and submit complete application to the MCRA Office.
- d. MCRA staff reviews application, conducts a site inspection and notifies applicant of any missing information.
- e. Complete application package and Program Agreement signed by applicant are presented to MCRA Board for consideration. Applicants will be notified of the date and time that their applications will be considered by the CRA Board. The decision of the 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.



5. Program Application

APPLICANT INFORMATION

Name

Mailing Address

Email

Telephone Number

PROPERTY INFORMATION

Property Owner Name

Owner Type (Check one):

- ☐ Individual
- ☐ Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ LLC

Property Address

Property Owner Social Security or Tax ID Number

Initials: _____



Has the property been cited for Code Violations?

☐ Yes

☐ No

Property Manager

Email

Telephone Number

PROJECT INFORMATION

Project Description

Select all applicable ambioned exterior improvements in the property.

☐ Removal/replacement of inappropriate
façade covering material

☐ High-quality fencing

☐ Window and door repair/replacement

☐ Exterior lighting

☐ Handicap accessibility improvements

☐ Sidewalk repair

☐ Exterior building repairs

☐ Landscaping

Initials: _____



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|---|--|
| <input type="checkbox"/> Exterior painting and cleaning | <input type="checkbox"/> Outdoor planters and street furniture |
| <input type="checkbox"/> Tuck-pointing and masonry repair | <input type="checkbox"/> Removal of razor wire, chain link fences, window bars |
| <input type="checkbox"/> Storefront repair/replacement | <input type="checkbox"/> Monument signs, canopies and awnings |
| <input type="checkbox"/> Parking lot paving and striping | <input type="checkbox"/> Other _____ |

Name of Participating Bank/Lender

Amount \$ _____

Contact Person: _____

Email: _____

Phone Number: _____

Name of Other Participating Bank/Lender

Amount \$ _____

Contact Person: _____

Email: _____

Phone Number: _____



Name of Other Participating Bank/Lender

Amount \$ _____

Contact Person: _____

Email: _____

Phone Number: _____

Please indicate the sources and uses of funds for the project on the following table:

Project Sources of Funding	Amount	Rate	Term
Bank Loan			
Bank Loan			
Bank Loan			
CRA Funds			
Property Owner's Cash Assets			
Other			
Other			
TOTAL SOURCES			

Initials: _____



Name of General Contractor for the Project:

Phone Number of General Contractor:

Address of General Contractor:

Estimated Total Project Cost: _____

Estimated Program Amount Requested:

How did you hear about the Shopping Center Property Improvement Program?

Initials: _____



6. Application Agreement

I (we), the owner(s) of the above described shopping center property understand that the intent of this application is only for purposes of pre-qualifying for a program and does not guarantee acceptance or approval and no commitment is hereby made on the part of either the applicant or the Margate Community Redevelopment Agency.

I (we) certify that to the best of my (our) knowledge, all the information in this application and all information furnished in support of this application is true and correct. Any property assisted under this program will not be used for any illegal or restricted purpose.

Any intentionally false or fraudulent statement or supporting documents will constitute cancellation of my (our) application. The MCRA is hereby authorized to verify any of the above information and to inspect the property prior to approval. I (we) agree to have no claim for defamation, violation of privacy or other claims against any person, firm or corporation by reason of any statement or information released by them to the MCRA.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: Federal law, U.S.C. Title 18, Sec. 1001, provides: Whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willfully falsifies or makes false, fictitious or fraudulent statements, or entries, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

I give permission to the MCRA or its agents to take photos of myself and business to be used to promote the program.

Applicant Name

Applicant Signature

Date

Applicant Name

Applicant Signature

Date