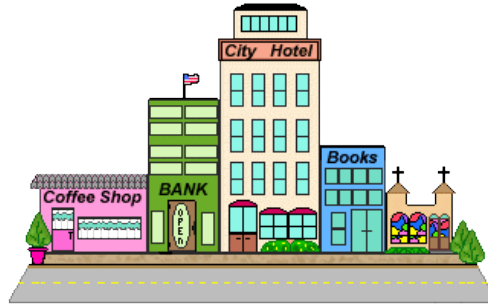


# SITE DEVELOPMENT ASSISTANCE PROGRAM



AN INVESTMENT PARTNERSHIP

BETWEEN

**THE WESTGATE/BELVEDERE HOMES  
COMMUNITY REDEVELOPMENT AGENCY**

AND

**THE BUSINESS AND DEVELOPMENT COMMUNITY**



1280 N. Congress Avenue, Suite 215  
West Palm Beach, FL 33409  
Phone (561) 640-8181 • Fax (561) 640-8080  
[www.westgatecra.org](http://www.westgatecra.org)

The **SITE DEVELOPMENT ASSISTANCE PROGRAM** is available to new residential, and new and existing commercial and industrial development within the Westgate CRA redevelopment area. The program is established to encourage developers and property owners to improve in the external appearance of their properties and/or invest in their operations. The result will eliminate blighted influences, stabilize property values, and facilitate redevelopment activity in the target area in accordance with the CRA's Community Redevelopment Plan. The Site Development Assistance grant provides funding assistance to help defray or leverage the cost of exterior improvements and project related engineering, architectural, and permitting costs associated with new construction, building expansion, and renovations.

### **REVIEW CRITERIA**

Criteria that will be considered in the review of an application include, but are not limited to:

1. The visual impact of the project on the area;
2. The impact the project will have on property values in the area;
3. The project's probability of success;
4. The number of new jobs that the business will create, particularly for area residents;
5. The amount of private funding being invested into the project; and,
6. The ability of the project to further the goals and objectives of the CRA's Community Redevelopment Plan.

### **FUNDING**

The total amount of funding is allocated annually for specific prioritized areas. Funding is dispersed on a reimbursement basis only, and is awarded on a first come first serve basis. Assistance from this program may, at the sole discretion of the CRA, be combined with assistance from other programs, or discontinued. Program eligibility and guidelines are subject to change by the CRA. All applications are subject to approval by the CRA Board.

### **ELIGIBLE EXPENSES**

- Pre-Development Expenses (site design, architecture, engineering, entitlements, permitting)
- Landscaping Expenses (design fees, installation, material purchases, irrigation)
- Exterior Repair, Stucco, Repainting
- Exterior Awnings or Marquees
- Roof Repair or Replacement
- Exterior Window Upgrades
- All costs associated with the Installation and Improvement of Parking Areas, Driveways, Sidewalks
- Exterior Lighting and related Electrical Work
- Exterior Signage
- Any other exterior improvements approved by the CRA

### **INELIGIBLE EXPENSES**

- Any and all interior repairs or improvements
- Interior Painting
- Purchase of equipment, inventory, furnishings, decorations, or supplies
- Purchase of real property
- Rent, lease, or mortgage payments
- HVAC repair and/or replacement
- Security system repair and/or replacement

### **REIMBURSEMENT PROCESS**

- Funds are dispersed for eligible and pre-approved expenses only;

- No funds shall be dispersed prior to the receipt of a Certificate of Occupancy or the necessary satisfactory inspection notices;
- Grantees must submit a detailed work invoice with proof of payment in the form of a cancelled check, credit card statement, or vendor certification of payment;
- CRA can impose conditions of approval it deems appropriate to protect the assets of the organization, with regards to funding and reimbursement.
- Mixed use or commercial projects fronting on Westgate Avenue may receive reimbursement for 25% of their eligible project costs, up to a maximum of \$50,000.
- All other areas of the CRA district may receive reimbursement of 10% of their eligible project costs up to a maximum of \$25,000 for mixed use, commercial or industrial projects.
- Multifamily residential projects fronting on Westgate Avenue may receive reimbursement of 20% of their eligible project costs, up to a maximum of \$40,000.
- All other areas of the CRA district may receive reimbursement of 10% of their eligible project costs, up to a maximum of \$25,000 for multifamily projects with 5 units or more.
- \$5,000 per unit for eligible project costs may be reimbursed for multifamily projects with up to 5 units, to a maximum of \$15,000.
- \$5,000 per unit for eligible project costs may be reimbursed for new single family projects with up to 5 units on contiguous sites, to a maximum of \$15,000, and to a maximum of \$40,000 for new single family projects with more than 5 units on contiguous sites.

### **GENERAL ELIGIBILITY REQUIREMENTS & GRANT TERMS**

- Grantees under this program agree to complete the project that the funding was awarded for, according to the scope of work presented in the application. All work must be done in compliance with Palm Beach County ordinances and regulations. It is the responsibility of the applicant to obtain all necessary zoning approvals and permits.
- The property owner or developer must complete the project, obtain a Certificate of Occupancy/Completion from Palm Beach County and submit to the CRA for reimbursement within 180 days of the issuance date of the permit for the project.
- The program may only be used one time in any five-year period for any one property. Properties may reapply for additional grants any time after five years from previous grant approval.
- Applicants are encouraged to schedule a pre-application conference to assess project eligibility for reimbursement under the program prior to submitting an application.
- Existing Single family homes are not eligible for the Site Development Assistance Grant. Applicants wishing to improve existing single family dwellings within the CRA boundaries are encouraged to consult the CRA's Neighborhood Preservation Program for eligibility requirements and grant terms.
- The following *new* developments are automatically considered ineligible for assistance under the program:
  - A development/use that is considered a non-conforming use as determined by the Palm Beach County's ULDC;
  - Use types that are prohibited uses within the WCRAO or certain sub-areas of the WCRAO within the Palm Beach County ULDC including adult entertainment, convenience store, employment agencies, gas and fuel sales, light and heavy repair and maintenance, self-service storage, light and heavy vehicle sales and rental, heavy vehicle or equipment sales and rental, office-warehouse, and contractor storage yard;
  - Development that does not further the redevelopment goals of the Westgate CRA Community Redevelopment Plan including but not limited to firearm sales, check cashing stores, adult arcades, pawn shops, Type I restaurants, liquor stores, smoke shops, and tattoo shops;
  - Home-based businesses unless relocating to a commercial space; and,
  - Not for profit organizations.
- Grantees shall allow the CRA the rights and use of photos and project application materials.

**SITE DEVELOPMENT ASSISTANCE PROGRAM APPLICATION**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address (if different than above): \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Property Control Number (PCN#): \_\_\_\_\_

EIN#: \_\_\_\_\_

Applicant's business/development site is:  
*(attach copy of multi-year lease or warranty deed)*

Owned                       Leased

Applicant's project includes: *(check all that apply)*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Exterior Lighting                            | <input type="checkbox"/> Landscaping      | <input type="checkbox"/> Roof Repair      |
| <input type="checkbox"/> Commercial Parking                           | <input type="checkbox"/> Exterior Signage | <input type="checkbox"/> New Construction |
| <input type="checkbox"/> Expansion/Renovation of an existing building |   |   |

Project Budget:

1. Interior Renovations/Improvements: \$ \_\_\_\_\_
2. Exterior Renovations/Improvements: \$ \_\_\_\_\_
3. Pre-development/Permitting: \$ \_\_\_\_\_
4. Total Project Budget: \$ \_\_\_\_\_

Are you applying for grant assistance under any other program offered by the CRA: Yes  No

If so, what other programs are you applying for: \_\_\_\_\_

Have you been approved for funding by the CRA Board: Yes  No  If so, amount: \$ \_\_\_\_\_?

*Please read the section below carefully. After you have read the entire application, sign the form below and submit your completed application to the CRA offices.*

I, the undersigned, being a principal of the business applying for assistance under the Site Development Assistance Program, certify that the business in the Westgate/Belvedere Homes Community Redevelopment Area within the unincorporated area of Palm Beach County.

I understand that the CRA may, at its sole discretion, discontinue subsidy payments at any time if in its sole and absolute determination it feels such assistance no longer meets the program criteria or no longer furthers the Westgate CRA Community Redevelopment Plan.

I understand that this application is not a guarantee of assistance. Should my application be approved, I understand that I am committing to completing the project I have represented in this application and obtaining a Certificate of Occupancy or the necessary satisfactory inspection notices signifying that the work has been done in accordance with County ordinances and codes. I agree to obtain all necessary County or other governmental or State approvals and/or licenses prior to beginning any work. Failure to do so may jeopardize my ability to receive reimbursement under this grant program.

I understand that the project represented in this application must receive CRA Board approval before the work is completed in order to be eligible for reimbursement.

I have read this program brochure in its entirety and by signing below accept the terms of the program as represented in this brochure. I understand that if this application is submitted incomplete, it will not be processed.

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Applicant's Signature

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Printed Name

Date

### [APPLICATION CHECKLIST](#)

The completed application must include the following items prior to processing:

- Signed and completed application form
- Business Plan or Executive Summary, including a narrative describing the business, its operations, its business principles, impact on the community, and potential for area resident employment
- Detailed 3-year budget projections of revenues and expenses
- Historical financials for the past three years, in a sealed envelope (existing businesses only)
- Copy of multi-year lease (including expressed permission from landlord to make changes as outlined in the project) or copy of Warranty Deed showing property ownership
- Narrative description of entire project, broken down into interior and exterior improvements and/or renovations, including financing sources
- Detailed breakdown of exterior renovations and improvements for which reimbursement is being requested under the grant program.

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**OFFICE USE ONLY:**

Pre-application meeting date: \_\_\_\_\_ Meets eligibility requirements: Yes  No

CRA Board meeting date: \_\_\_\_\_ Recommend Board approval: Yes  No

Application notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ CRA staff initials: \_\_\_\_\_

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