

# Sanford Community Redevelopment

## New Construction Grant

### Purpose:

The purpose of the Sanford CRA New Construction Grant is to encourage private investment for new construction in the Sanford Community Redevelopment Area. Grants will be considered for new construction ONLY. New construction may include demolition of existing structures, and removal of contaminated soils. However, new construction does not include **rehabilitation** of existing structures, furniture, fixtures or equipment.

### Funding:

The program provides **reimbursement ONLY** funding up to 20% of **eligible** costs, not to exceed **\$100,000** as approved by the Board. Funds are appropriated annually and available on a first-come first-served basis. The award of grant funds is not guaranteed and applicants should not consider grant funding an entitlement. Meeting the program guidelines is not the only consideration for funding. Grants are awarded based on project merits and the goals and objectives of the SCRA. Grants are awarded by physical address and/or project. ONLY one CRA grant award is permitted per address for every 10 years.

### Eligibility Requirements:

The New Construction Grant is available to businesses or property owners located within the Sanford Community Redevelopment Area. Applicants must propose a permitted/conforming use within the SCRA. The New Construction Grant can **only** be awarded to the deeded property owner. A security instrument will be recorded on the parcel for a minimum of 10 years. In the event the property owner secures a loan for the construction project, the City of Sanford will take a second position to the primary lender ONLY.

Applications will NOT be accepted from property owners who are delinquent on property taxes. Applicants must not have outstanding code violations or code liens. Applicants must be current with their Business Tax Receipt (BTR) if applicable.

Applications MUST be submitted before the work is started. Start includes pulling permits or physically performing any work on the site whatsoever. Any work done in advance of the application is excluded from the grant program.

### Eligible Improvements:

The New Construction Grant Program provides funds for new construction projects that are consistent with the Sanford Land Development Code, all applicable overlays and the SCRA Master Plan. Funds may be used for the following improvements:

- Demolition
- Contamination Removal
- Site Work/Utilities
- Exterior construction including doors/windows/roof

- Parking and lighting
- Sidewalks
- Landscaping
- Signage/Awnings/Architectural Features

Note: All architectural designs, materials, and colors must be reviewed and approved by City of Sanford's Planning staff.

## Application Process:

Applications will be accepted on a monthly basis. The application deadline is the 15<sup>th</sup> of each month. Grant application forms are available at the SCRA website or in person at the Sanford Information Center, 230 East First Street, Sanford, Florida 32771.

The Applicant must complete the application and submit the form with supporting documentation to the SCRA Executive Director for processing. The application documents must include:

1. Completed and Signed Application
2. Description of the proposed project
3. Evidence property taxes are current
4. Evidence business taxes are current (BTR)
5. Renderings/Elevations/floorplans
6. Drawings
7. Construction Bid for Construction Costs
8. Color and material samples
9. Budget
10. Performa including Sources and Uses of funds
11. Photos of existing conditions
12. W-9

The Applicant is responsible for all permits, impact fees, design fees, developer fees, consulting fees or other costs that are not true construction materials, supplies or labor to construct the new structure.

Staff will review the submittal and will either approve the application for advancement, request additional information needed for further evaluation, or deny the request entirely. If staff denies the application, the Applicant has a right to appeal. The Applicant must appeal within 30 days of being notified of the denial. The appeal must include a letter specifically citing reasons the Board should reconsider the request and why the project meets the goals and objectives of the SCRA Master Plan. The Board will review the letter at its regular meeting and determine if the application should be reviewed further.

If the grant is approved, Applicant must enter into a SCRA New Construction Grant Agreement, a security instrument must be recorded on the property and a Notice of Commencement must be recorded BEFORE the work begins. Monthly progress photos will be emailed to the SCRA Executive Director while the project is ongoing. Grantees have one year to complete the improvements with one possible extension. All awarded funds must be expended by the third year.

Once the improvements are complete the Grantee must provide the following for reimbursement of awarded costs.

1. Letter requesting reimbursement from the SCRA
2. Copies of invoices – all eligible/awarded costs
3. Receipts or Cancelled Checks - all reimbursable costs
4. Final Lien Waiver – to the General Contractor and/or each provider of eligible costs as required
5. Certificate of Occupancy
6. After photos

The SCRA will order a title search before issuing reimbursement.

Projects are selected on the merits of their design, aesthetics, functionality, safety, and overall adherence to the SCRA Master Plan goals and objectives.

**NOTE: ONLY ONE OF THE FOLLOWING GRANTS WILL BE AWARDED PER ADDRESS/OWNER EVERY 10 CALENDAR YEARS.**

**FAÇADE IMPROVEMENT**

**COMMERCIAL REDEVELOPMENT**

**NEW CONSTRUCTION**

**Applicant must sign below verifying the above has been read and understood.**

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**Applicant**

**Date**

Completed applications and accompanying documents should be mailed or hand delivered to:

Pamela Lynch, CRA/Economic Development Project Manager, Sanford Community Redevelopment Agency, 230 East First Street, Sanford, FL 32771



Sanford Community Redevelopment Agency  
New Construction Grant  
Application

Owner's Name: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Email address: \_\_\_\_\_

The New Construction Grant is available to **deeded property owners only**. This grant is designed to encourage new construction on vacant parcels within the Sanford Community Redevelopment Area. To apply, the project must include new construction of a building for a commercial use. This grant is limited to 20% of eligible costs, not to exceed \$100,000. A signed grant agreement and recorded security instrument (subordinated only to the primary lender if applicable), will be required. Only one award is permitted per address every 10 years.

Please answer the following eligibility questions: (attach additional sheets as necessary)

1. How will your project improve the Sanford Community Redevelopment Area?
2. How will your project spur additional development and private investment?
3. How will your project help fill empty retail spaces?
4. How will your project increase employment opportunities?
5. How will your project increase area property values?

Please provide the following information for consideration:

1. Attach proof of ownership.
2. Attach evidence the property is located within the SCRA.
3. Attach evidence property taxes are paid.
4. Attach evidence business taxes are paid.
5. Attach evidence the property is free of liens and code violations.
6. Attach Photos of the existing condition.
7. Attach the Scope of Work.
8. Attach drawings and specifications.
9. Attach the project budget.
10. Attach Performa (including all sources of funding).
11. Attach three bids from contractors licensed to perform the work.

12. Color and material samples.
13. Attach W-9.
14. Attach a signed copy of the program criteria.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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