



COMMUNITY & ECONOMIC DEVELOPMENT
120 Malabar Rd. SE, Palm Bay, FL 32907
Phone: (321) 409-7187 | Email: EconDev@pbfl.org

**COMMERCIAL PROPERTY ENHANCEMENT PROGRAM
APPLICATION**

Applicant Name: _____

Applicant Telephone Number: (____) _____ E-Mail: _____

Mailing Address: _____

Property Address: _____

Property Owner Name: _____ Telephone: (____) _____

Business Name (if applicable): _____

Brief description of improvements to be made: _____

Total Estimated Project Cost: _____

Grant Funds Requested: _____

PLEASE ATTACH THE FOLLOWING (See Program Guidelines for more details):

- Copy of Deed/Proof of Ownership or Copy of Lease Agreement/Owner Authorization if applicant is a tenant or occupant on the property
- Copy of City Occupational/Business License (if applicable)
- Proof of property taxes paid on the property proposed for improvement, including current year's taxes, if due, and prior years
- Color Photographs/Slides of Current Condition
- Site Survey (required ONLY in the case of landscaping improvements)
- Written estimates/quotes/bids from a minimum of three (3) different contractors. Estimates shall outline all improvements to the subject property in line item form, providing the estimated cost per item. Any taxes should be a separate line item.
- A minimum of three (3) estimates/quotes/bids detailing enhancements and all costs associated with the project

- Proof of insurance coverage. (Please ask your insurance agent to send the Accord Form)

GRANT CRITERIA:

- Shall not be a residential property or home-based business.
- Business and/or property owner shall be in good standing and have all required licenses, to include a City of Palm Bay Business Tax Receipt.
- New construction is ineligible.
- Not for Profits are ineligible unless engaged in commercial lease with a for-profit business.
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- The property must be located within the City Commercial properties located within the City of Palm Bay limits; and in accordance with the Program Guidelines set forth below:
- Applications for grant funds may be made by: (1) the owner of a building; or (2) the lessee of a building, in which case the lessee must be joined by an affidavit of the building owner with their consent to the program.
- Applicants must obtain written estimates/quotes/bids from a minimum of three (3) different contractors. Estimates shall outline all improvements to the subject property in line-item form, providing the estimated cost per item. City staff will confirm the validity of the quotes with the contractor. Any taxes should be a separate line item.
- All contracts for enhancement work must be in compliance with all applicable federal, state, and City of Palm Bay Code of Ordinances.
- If an eligible property has current code violations, the violations must be brought into compliance prior to reimbursement of funds.
- Any existing City liens must be satisfied prior to reimbursement of funds.
- Applicants shall apply for all required permits within sixty (60) days of award.
- Applicants shall be awarded a maximum of one (1) grant per fiscal year.

ELIGIBLE EXPENSES:

- Roof repair/replacement
- Installation of exterior permanent fixtures to include decorative lighting, fencing, and architectural features
- Exterior facade restoration
- Exterior painting
- Replacement of windows/glazing and doors
- Signage
- Awnings or canopies over doors, windows, or walkways
- Landscaping enhancements
- Asphalt removal/replacement and repaving/restriping
- Irrigation system and installation
- Dumpster enclosures

Contact the Community & Economic Development Department for questions related to this application.

The applicant understands and acknowledges the criteria required for grant approval.

Signature of Applicant

Date