



COMMERCIAL PROPERTY IMPROVEMENT GRANT PROGRAM

Frequently Asked Questions

City of Miami Springs

Commercial Property Improvement Grant Program

What's it all about?

The purpose of the Commercial Property Improvement Grant is to assist property owners that desire to enhance the street visible appearance of their property and meet new design criteria recently adopted by the City Council. Many commercial properties were designed and built in styles that have become dated and outmoded and suffer from numerous repairs and coats of paint. This has led to a situation in which some properties are not as attractive to potential tenants or shoppers. The City of Miami Springs wished to assist property owners in returning properties to their fullest potential through cash grants to property owners. These grants will assist owners undertake exterior renovations that will enhance the appearance to the public on the street.

What do I need to know about the program?

The City is making available to all commercial property owners within City of Miami Springs cash grants up to the following amounts:

For properties in the Downtown District
Up to \$10,000

For properties in the NW 36th Street District.
Up to \$50,000

This money is available on a dollar-for-dollar match (for every one dollar the property owner puts in, the City will put in one dollar) but cannot exceed 50% of the total cost of the project. An agreement between the property owner and the City of Miami Springs must be signed. The agreement will guarantee that any façade improvements made with grant funds will not be altered in any way (without the City's approval) for five (5) years after completion and that the property will maintained in accordance with the laws and ordinances of the City of Miami Springs. If these provisions are not met, the City will have the right to request a return of any funds given to the property owner with interest. Additionally, no work is to be undertaken without a written notice to proceed from the City. The program will not reimburse an owner for work previously done, already underway, or work with a current permit for construction.

Who is eligible?

The owner of any commercial property in the City of Miami Springs is eligible to apply for each individual property they own (an owner with more than one property may apply for one grant for each property). All businesses housed on the property must be up to date on all business tax payments and the property owner and all business owners must have no outstanding amounts due to the City for any fees or fines (including code enforcement infractions unless the work to be undertaken will satisfy any code deficiency).

While the grant may only be awarded to the property owner, an individual business owner may be authorized by the property owner to act as his/her/its representative by signing the Owner's Representative form included with the application package. Completion of the form will allow the designated representative to apply to the program on behalf of the owner and act as the owner's agent during the approval and construction of the improvement. The owner will still be required to sign the grant agreement, reimbursements for expenses must be made to the owner.

When do I get the money?

In order to insure that an individual project is undertaken, the property owner must undertake all the work and pay for all work performed. Upon completion, the owner will submit a request for payment with supporting documents. Upon review of supporting documents, the City will declare the project complete and issue a check to the property owner for the matching amount allowed by the City/property owner agreement. The City will not pay any portion of improvements made if construction is not completed within one (1) year of the approval of the grant agreement.

What is an eligible expense under the Program?

Reasonable costs associated with undertaking a façade improvement that meets the City's recently adopted design theme guidelines and color palette. Improvements may be made to such items as windows, doors, exterior walls, parapets, gables and exterior signs to remove and replace non-conforming signs (including pole signs). Reasonable costs may include but not be limited to: design fees, permit fees, construction costs, labor and materials. Copies of the design guidelines may be obtained from the City of Miami Springs Building Department (go to bottom of this document for information on how to contact the Building Department).

What is NOT an eligible expense under the Program?

General maintenance items and repairs, painting (when not part of a larger improvement), general parking lot striping, resurfacing or drainage, signs and

sign products (when not used to replace non-conforming signs), fencing or any interior repairs.

What will I need to submit to the City?

An official City of Miami Springs Commercial Façade Improvement Program application must be submitted. As part of this application the following will need to be submitted:

- 1) Completed application;
- 2) Notarized Owner's Representative Designation Form (if applicable)
- 3) Description of the improvements to be made
- 4) Photos of all areas to be improved.

When and where are applications accepted?

The City will accept applications from 9 a.m. until 5 p.m. Monday thru Friday at Miami Springs City Hall, 201 Westward Drive, Miami Springs FL 33166. Applications mailed to this address will be stamped in at 5:00 p.m. on the day they are received by the Revitalization Specialist at the Miami Springs City Hall location. The City will continue to accept application until all funds for the program year have been allocated.

What else should I know about the Program?

It is the intent of the City to fund applicants on a first-come, first-served basis, however, the City 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 and all conditions of funding.

What do I do if I have more questions about the Program?

Contact Jeff Oris, the City's Revitalization Specialist by one of the following methods:

By telephone: (954) 921-7781

By mail: Revitalization Specialist
City of Miami Springs
201 Westward Drive
Miami Springs, FL 33166

[NOTICE FOR PROPERTY OWNERS]

*******ATTENTION COMMERCIAL PROPERTY OWNERS*******

The City of Miami Springs has established a Commercial Property Improvement Program to help commercial property owners improve the facade of commercial buildings and related landscaping on commercial property to meet the City current architectural codes. This program is design to encourage common design themes throughout the city and to enhance appearances so as to bring more businesses into the area.

The Commercial Property Improvement Grant Program will offer a **dollar-for-dollar match** up to \$10,000 for properties in the Downtown District and up to \$50,000 for properties in the NW 36th Street District.

There are a limited amount of funds available so it is critical that you submit an application to the program prior to October 1, 2012, the first application deadline.

For more information about these programs and to apply for funding, please contact the Jeff Oris, the City Revitalization Coordinator at (954) 921-7781.

**City of Miami Springs
Commercial Property Improvement Grant Program**

Agreement for Reimbursement

THIS AGREEMENT, made and entered into the ____ day of _____, 20____, by and between:

(hereinafter referred to as "OWNER"; and

THE CITY OF MIAMI SPRINGS, FLORIDA
A municipal corporation organized and existing
under the laws of the State of Florida
(hereinafter referred to as "CITY")

relates to the real property lying in the City of Miami Springs, in Miami-Dade County, Florida, Property ID # _____, described as follows:

Legal Description: (ADD LEGAL DESCRIPTION HERE)

Complete Property Address: (ADD ADDRESS HERE)

WHEREAS, the City of Miami Springs has determined that aesthetic improvements to the exteriors of existing commercial properties to be a public purpose providing a public benefit; and

WHEREAS, the City of Miami Springs has created a commercial façade improvement program; and

WHEREAS, the City of Miami Springs has budgeted and allocated an amount of funds to implement the commercial façade improvement program; and

WHEREAS, the City of Miami Springs has determined that the application OWNER has submitted meets the basic criteria and intent of the façade improvement program; and

WHEREAS, OWNER has indicated willingness to abide by all the design guidelines and program requirements approved by the Miami Springs City Council for the façade improvement program;

NOW, THEREFORE, FOR CONSIDERATION contained herein, the parties agree as follows:

SECTION 1: That the above recitals are true and correct and are incorporated herein.

SECTION 2: That OWNER of property shall receive a grant from the CITY in an amount up to \$_____ to undertake the design and construction of a façade improvement on a building located at the above address(es) (with actual reimbursement to be based on final approved cost and with the CITY grant not to exceed the lesser of \$_____ or 50% of the total reasonable cost of design and construction costs as determined by the City and paid by OWNER).

SECTION 3: That OWNER agrees to use grant funds for design and actual construction in accordance with design guidelines and adopted commercial color palette as approved by CITY.

SECTION 4: That all grant funds shall be on a dollar-for-dollar match on a reimbursement, cash basis only. There shall be no in-kind transfers and only cash spent on eligible activities will be considered as a match. Only reasonable expenses necessary for the design and construction of new exterior façade improvements in accordance with program guidelines shall be allowed. The CITY shall in its sole discretion determine what are reasonable expenses and eligible activities.

SECTION 5: That the final appearance of the completed construction shall be exactly as the design drawings submitted by OWNER to and approved by CITY at the time of permitting. If any alterations to the design must be made, OWNER shall immediately make the CITY aware of such necessary alterations and such alteration must be approved by the CITY prior to their construction. If alterations are made by OWNER without approval of or after being rejected by the CITY, the award of grant shall be forfeit and no reimbursement, in whole or part, shall be made by CITY.

SECTION 6: That funds shall be dispersed only upon completion of the construction to all the specifications of the façade improvement program and the design guidelines and color palette as adopted by CITY and all applicable laws, ordinances and regulations including all permitting and zoning laws.

SECTION 7: That funds shall be disbursed only on a disbursement basis and shall not be reimbursed until after the completion of all construction and payment by OWNER of all associated costs as evidenced by submittal of final approval on all permits by the City of Miami Springs Building Department and by submittal of copies of invoices for all work and copies of payment checks or other proof of payment acceptable to CITY.

SECTION 8: That award of the grant shall be forfeited and no reimbursement, in whole or part, shall be due OWNER from CITY if the construction of the façade improvement is not completed

within one (1) year of approval of this agreement unless otherwise stated by CITY in writing to OWNER.

SECTION 9: That OWNER agrees that OWNER shall not change the appearance of the structure enhanced by the grant OWNER has received within five (5) years of the date of this agreement without the permission of the CITY. If the preceding provision is violated, OWNER or successor OWNER shall repay all funds granted, plus interest at the maximum legal rate from the time that grant funds were disbursed.

SECTION 10: This agreement shall have been deemed to have been executed within the State of Florida. The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida. Any claim, objection or dispute arising out of this Agreement shall be litigated in the Eleventh Judicial Circuit in and for Miami-Dade County, Florida.

SECTION 11: The parties to this agreement hereby knowingly, irrevocably, voluntarily and intentionally waive any right either may have to a trial by jury in respect to any action, proceeding, lawsuit or counterclaim based upon the contract, arising out of, under, or in connection with the matters to be accomplished in this Agreement, or any course of conduct, course of dealing, statements (whether verbal or written) or the actions or inactions of any party.

SECTION 12: That OWNER agrees that for OWNER, heirs, assigns, and successor OWNERS in title are to be bound by this agreement. OWNER agrees that this agreement may be recorded in the Public Records of Miami-Dade County, Florida, upon disbursement of funds as lien against the improved property.

SECTION 13: That OWNER agrees that the CITY shall have a right to place a sign on OWNER's property during the construction period, announcing the project, the CITY as a source of funding, and/or any other such information and the CITY deems appropriate.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Witness

Owner (or authorized officer
if not individuals)

Print Name

Print Name and Title

Witness

Print Name

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Before me, the undersigned authority, this ____ day
of _____, 20____, personally appeared _____,
who acknowledges that before me he/she freely and voluntarily
executed this Agreement for the purpose therein expressed.

Personally Known _____
Produced Identification _____
Type of I.D. _____

Notary Public, State of Florida

(seal)

Print Name

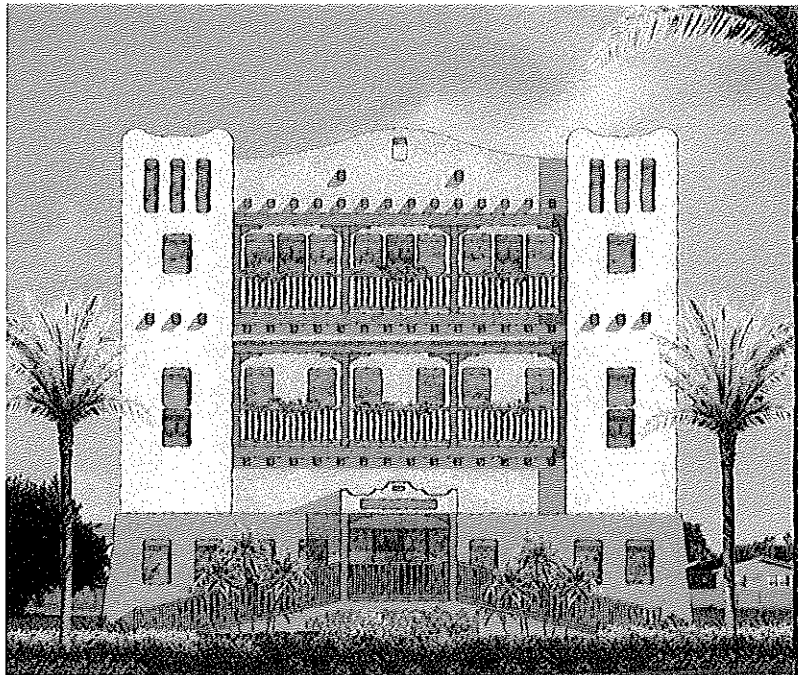
CITY OF MIAMI SPRINGS, FLORIDA USE ONLY BELOW LINE

By: _____
Zavier M. Garcia, Mayor

By: _____
Ronald Gorland, City Manager



EXISTING



POTENTIAL

The City of Miami Springs Architectural Design Standards

36TH STREET



CARTAYA &
ASSOCIATES
ARCHITECTS P.A.



EXISTING



POTENTIAL

The City of Miami Springs Architectural Design Standards
36TH STREET

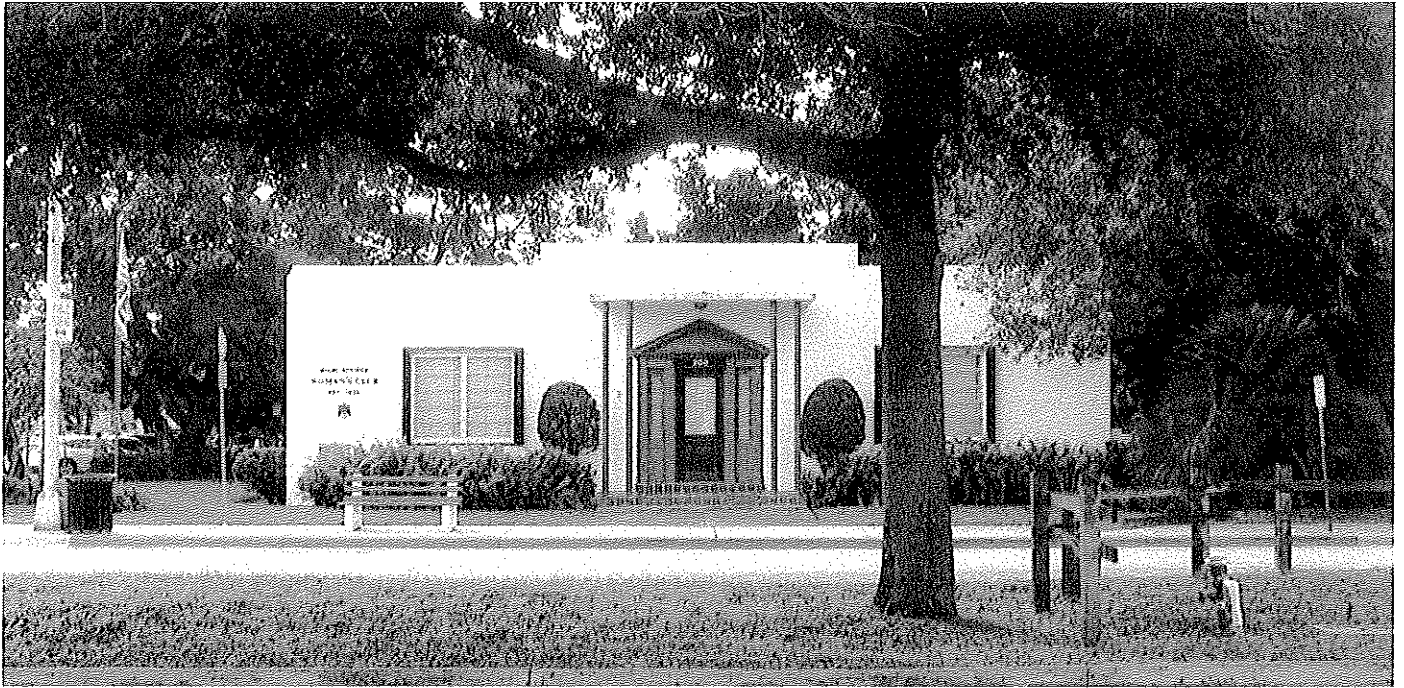




EXISTING



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EXISTING



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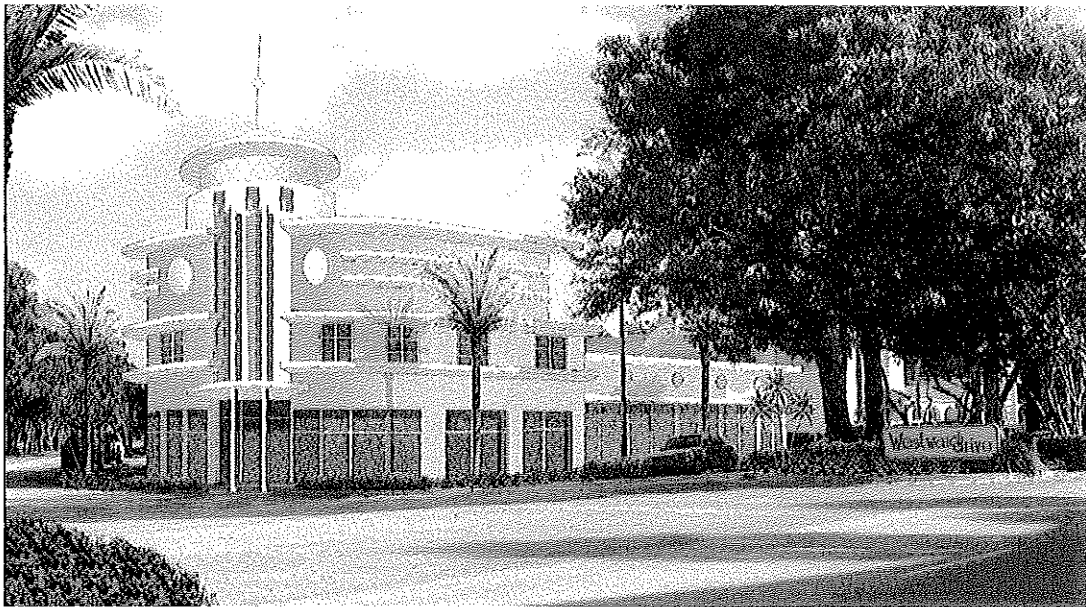
The City of Miami Springs Architectural Design Standards

WESTWARD DRIVE





EXISTING



POTENTIAL

The City of Miami Springs Architectural Design Standards
WESTWARD DRIVE



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ASSOCIATES
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