

# LYNN HAVEN CRA

## STOREFRONT ASSISTANCE PROGRAM DETAILS

**Purpose:** The purpose of the Storefront Assistance Program is to help property owners enhance the street-visible appearance of their commercial property.

**Requirements:** The following four criteria must be met prior to application submittal in order to qualify for this program:

1. The project must be located within the Lynn Haven CRA area.
2. The property must have commercial store frontage.
3. The project must consist of the renovation of a commercial building with store frontage
4. The project must be in compliance with the City's *Unified Land Development Code*, the *2010 Florida Building Code*, and the *Lynn Haven CRA Architectural Design Guidelines*.

### Incentive Rules:

1. The CRA is offering to 50/50 matching grants to commercial property owners within the Lynn Haven CRA as follows:
  - a. Properties with over 60 feet of frontage: a maximum of \$ 2,500 for architectural services, and a maximum of \$25,000 for construction.
  - b. Properties with 60 feet of frontage or less: a maximum of 1,500 for architectural services; and a maximum of \$10,000 for construction.

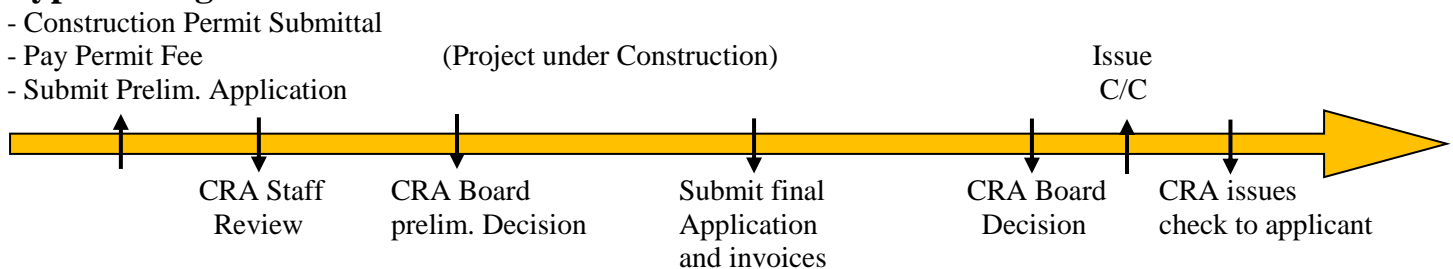
The program is on a first-come, first-served basis. The CRA Board reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented.

2. The certificate of completion for the commercial project has to be issued prior to the end of the current fiscal year.
3. **Qualified expenses** include: costs for façade improvements on a side of a building that faces a right of way, design fees, permit fees, construction costs, costs associated with complying with the FL ADA Code, labor and material.
4. **Expenses that don't qualify** for this incentive include but are not limited to: General maintenance items, painting (when not part of a larger improvement), minor repairs, concrete repairs, general parking lot striping, resurfacing or drainage, rears of buildings, signs and sign products, fencing, and landscaping are not eligible expenses. Interior repairs and handicapped parking striping are not eligible expenses except in some instances where these expenses are mandated as part of eligible improvements by the City of Lynn Haven's Building Department.

### Incentive Process:

1. Applicants should meet with the CRA Director to prepare a preliminary application with a budget and project plans, which can be submitted to the CRA Board for review and preliminary approval.
2. Once construction is complete, a program application has to be submitted to the Lynn Haven CRA office by the owner along with a copy of the approved building permit for the project. The CRA Director will review the submitted documents for completion and place the incentive application on the next CRA Board meeting agenda for discussion and possible action.
  1. The CRA Board will either approve (incl. amount to be reimbursed) or disapprove the incentive for the project. **FINAL GRANT APPROVAL IS DISCRETIONARY AND SUBJECT TO CRA APPROVAL. PRELIMINARY APPLICATIONS ARE ENCOURAGED FOR BUDGETARY AND PLANNING PURPOSES.**
  2. Upon Board approval, the CRA Director will then send a reimbursement check to the owner once the certificate of completion has been issued.

### Typical Program Timeline:



### Contact:

Ben Janke, CRA Director, 850-265-2121; [bjanke@cityoflynnhaven.com](mailto:bjanke@cityoflynnhaven.com)