



Fiscal Year 2024-2025

City Hall Annex • 416 Howard Street S.E., Live Oak, FL 32064
Phone: (386) 362-2276 • Fax: (386) 330-6507

APPLICATION NO.: FG –
To be completed by CRA Staff

COMMERCIAL BUILDING FAÇADE & SITE IMPROVEMENT
GRANT PROGRAM APPLICATION

OVERVIEW

This program is currently funded through September of 2025. There is no fee to apply; however, placing an application does not entitle the applicant to funding. The process for project application and approval is as follows:

- 1.) **Pre-Application Requirement** – Applicants interested in participating in the program must first contact and meet with the City of Live Oak Community Redevelopment Agency Staff and relevant City Development Staff to determine eligibility, review program requirements, and scheduling of application submission.
- 2.) **Grant Application Submission** – Applications must be filed/signed by the owner(s) of the property, or designated agent. Please submit application and all required documents as a complete package (*incomplete packets will not be considered*). There is no fee for submittal. A checklist is provided in the application form.
- 3.) **Application Packet Review and Consideration** – Staff will review the application packets in the order in which they are received. Site/Construction plans must be reviewed by all City departments to move forward. Applications will be scored by CRA Staff and selected projects will be recommended to the CRA Board for final approval.
- 4.) **Grant Funding, Agreements and Construction** – Once approved for funding by the CRA Board, the Applicant and CRA Board Chairman, on behalf of the CRA (Grantor), shall sign an agreement which describes the obligations and limitations of the Grant. This document shall be referred to as the “*Live Oak CRA Commercial Building Façade & Site Improvement Grant Program Agreement*”. The Applicant will henceforth be referred to as the “Grantee”. Additionally, all required plan review and building permits must be approved and issued, as may be applicable. The project may then proceed with the obligation of the CRA to reimburse up to the maximum possible grant funding, as approved by the CRA Board and indicated in the Agreement. Substantial modifications to final plans will require re-review and written approval from the CRA Board.
- 5.) **Construction Approval and Disbursement** – Upon completion of all project construction, the Grantee shall arrange for any required on-site inspection by the CRA Staff / Associated City Staff. Improvements will be documented and compared with what was proposed at application. If any discrepancies are noted, the CRA has the right to request the discrepancies are corrected and a timeframe for their correction will be established as necessary. The Grantee shall also submit written proof of payment in full for all improvements. Cash payment and cash receipts will not be accepted. Upon final written approval by the CRA Board, payment reimbursement to the Grantee, to the maximum extent possible, will be made within 60 business days of receipt and verification of all expenditure documents.

Applications may be submitted in-person or via email or fax. Application submissions and/or inquiries regarding this grant program may be address to:

City of Live Oak City Hall Annex
Attn: Community Redevelopment Agency
Façade Grant Program
416 Howard St. E
Live Oak, FL 32064
Phone: (386) 362-2009 | Fax: (386) 330-6507

Annex General Mailbox: loannex@cityofliveoak.org | Website: <https://www.cityofliveoak.org/cra>

THIS SPACE FOR OFFICE USE ONLY		
RECEIVED BY:	DATE STAMP:	RETURN APPLICATION TO: Live Oak CRA 416 Howard St. E., Live Oak, FL 32064



APPLICATION CHECKLIST AND REQUIRED DOCUMENTATION

REQUIRED TO APPLY

- ☐ Read through the Commercial Façade & Site Improvement Grant brochure and application.
- ☐ Complete the Pre-Application Requirement – Schedule a Pre-Application Meeting with CRA Staff.*
**A request form to schedule a pre-application meeting must be completed, signed and submitted in order for Staff to make arrangements.*
Date Pre-Application Meeting Scheduled: _____
- ☐ Complete and sign the grant application form.
- ☐ Complete W-9 IRS (*included with application*). You will receive a 1099 tax form for any award received.

REQUIRED DOCUMENTATION

Please include with your application:

- ☐ Letter of intent – a detailed written or typed explanation of all proposed improvements (scope of work), which also identifies the selected contractor(s) for the project.
- ☐ Proof of notarized authorization, if contact person is a designated agent of the applicant.
- ☐ A copy of the Property Deed of record, showing ownership.
- ☐ A copy of a survey of the parcel.
- ☐ Color photographs (minimum 5" x 7") of the existing building from all street, alley or public entrance facing sides. Photos must clearly indicate existing details and areas of proposed change.
- ☐ "Marked-up" photos or renderings of the same showing what the proposed final product will look like or scale drawings or photographs (with notations) of the proposed improvements.
- ☐ Examples or samples of proposed materials or colors.
- ☐ For renovations requiring structural changes and new construction projects, drawings/plans must be submitted, as required by the City of Live Oak Building Official.
- ☐ Submit material samples or brochures if applicable. Indicate quality of finishes.
- ☐ For signage, graphically indicate sign lettering style, letter and sign dimensions. Prior to work commencing on signage, a City Sign Application (review fee waived) shall be submitted to the Zoning and/or Building Department for approval and/or permits.
- ☐ A list of all vendors or contractors, handymen, etc. which will be utilized to complete the proposed improvements.
- ☐ Submit final general written construction cost estimates based on the proposed improvements with applicable breakdowns.
- ☐ You must attach at least two (2) cost estimates from different contractors for all categories of work. All estimates must include identical scopes of service.
- ☐ Submit a specific list of the businesses which will be utilized for the purchase of all materials with cost estimates and material break-down. Material-only estimates may be submitted singularly if from a bona fide retailer or supplier.
- ☐ Provide payment proof of property taxes.
- ☐ Provide proof the proposed work is to be done by a licensed building contractor, or if can be done by another type of company, such as a handy-man.
- ☐ Provide proof that all companies which will be used are properly licensed to conduct business in the City.
- ☐ Provide proof City utilities are current.
- ☐ Provide a copy of City Certificate of Use and Business Tax Receipt for business location.
- ☐ Verify no current or pending code enforcement actions.*

**If the proposed project is to remediate a current or pending code enforcement infraction, please specify this in the scope of work.*



Please complete the following sections of this application and provide relevant associated documentation as may be required. A checklist of required documentation and items for this submission may be found on Page 2 of this application form. **Please note: Completed applications and required documentation must be submitted no later than the last Friday of the month prior to the next regularly scheduled CRA Board Meeting to be placed as an agenda item for consideration.** Any applications submitted after this deadline will be placed as an agenda item for the following, regularly scheduled CRA Board Meeting, for consideration. **No exceptions.**

APPLICANT INFORMATION

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Applicant is the ☐ Property Owner ☐ Tenant* ☐ Other* (please specify) _____

If no, please note: In the event the applicant is not the owner of the property, proper documentation will be required in order to continue with application submission. Authorized agents are required to provide notarized proof of authorization. Tenants are required to have the property owner(s) complete and submit a notarized Letter of Authorization, which signifies the owner's consent for the applicant to apply for this grant and to move forward with the proposed improvements project. **Failure to communicate with the CRA regarding authorization to apply for the grant and provide appropriate documentation will result in denial of application and/or reimbursement.*

Is the property in anyone else's name besides yours? ☐ Yes ☐ No

(Husband/wife/children/life-estate/trust, siblings, etc.)

If yes, please list additional owner(s): _____

PRIMARY CONTACT INFORMATION

Will you be the primary contact for this application?* ☐ Yes ☐ No

**If no, please provide the primary contact's information below. If yes, please skip this section and complete the remainder of the application. Please include proof of agent authorization in the application submission as required, if applicable.*

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

PROPERTY / BUSINESS INFORMATION

Name of Business: _____

Type of Business: ☐ Retail ☐ Restaurant ☐ Professional Business Office ☐ Other: _____

Property PIN/Tax ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Do you have building plans for the proposed project?* ☐ Yes ☐ No

**If yes, attach copy of plans.*

If yes, have these plans been reviewed by City Development Staff (Building, Fire, Public Works, and/or Planning & Zoning, as may be applicable)?* ☐ Yes ☐ No

**If no, review will be required prior to the issuance of any permits as may be relevant to the proposed project. Site plans and construction plans must be reviewed and approved by all city departments prior to an application moving forward for CRA Board consideration for grant approval. Plan reviews generally take up to 30 days for approval, unless revisions are needed.*

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Is the applicant the owner of the property? ☐ Yes ☐ No

Has/Will the applicant provide(s) appropriate documentation to authorization to apply? ☐ Yes ☐ No

Has/Will the owner/tenant/authorized agent be eligible for grant reimbursement? ☐ Yes* ☐ No

**If yes, please attach proof of authorization in order to process reimbursement.*



APPLICANT ACKNOWLEDGEMENT

The information provided in this application is accurate to the best of my/our knowledge. I/We understand that personal, business, and/or property information may be requested pursuant to this application and hereby give consent for such information to be provided. The City of Live Oak Community Redevelopment Agency retains the sole decision as to whether this grant application is approved, disapproved, or modified. *Submission of application does not guarantee approval of grant funding.*

I/We attest that I/we am/are the Owner(s) of record, the tenant(s) as indicated by the included lease agreement, or, if applicable, I/we have durable power of attorney of/for all Owners of the property, which is the subject of this Community Redevelopment Grant Application, and that the attached deed/documentation is the current deed of record for the parcel subject to the grant.

In consideration of any Grant awarded by the Community Redevelopment Agency, the Owner(s) of the property described herein, agree to: indemnify, defend and hold harmless the Live Oak Community Redevelopment Agency and the City of Live Oak, Florida, and its officers, employees and agents, against any claims resulting from anything occurring under or as a result of the Grant Application, Project or Agreement, whether by the Owner(s), any other private citizen(s), or the Agency, and the costs of any such defense including reasonable attorney's fees.

Neither the City of Live Oak Community Redevelopment Agency, nor the City of Live Oak or their affiliates shall be responsible for the planning, design, or construction of improvements to property that is the subject of this application. No warranties or guarantees are expressed or implied by the description of application for or participation in the Grant Program. *The Owner/ Grantee/ Applicant is advised to consult with licensed architects, engineers, building contractors, and/or attorneys, or other associated professionals, before proceeding with the Grant Application submittal and/or final plans for construction.*

I/We acknowledge, as evidenced by my/our signature(s) below, that I/We have received, read, understand and agree to comply with the terms and conditions as set forth in the Live Oak Community Redevelopment Commercial Façade and Site Improvement Grant Program procedures, outlined herein and on the associated grant brochure. I/we affirm that I/we have provided a fully complete application with all the required documentation, and that failure to provide the information required information is grounds for rejection of this application. I/We further acknowledge that any breach of any signed agreement may result in my/our being required to refund any funds awarded to me/us under this Program. Appropriate City and CRA staff are hereby authorized to enter the subject property to inspect, evaluate and take pictures. If approved for grant funding, I/we will enter into a grant agreement with the Live Oak Community Redevelopment Agency, and will comply with all of the requirements contained therein.

(Attach additional signature sheets as needed)

_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>

As part of grant application submission, applicant(s) are required to provide identification, as well as any documentation pertaining to status as power of attorney or authorized representative of the property owner(s).