



Downtown Commercial and Residential Building Improvement Program

APPLICATION CHECKLIST

All items on the checklist are required to submit your application. Incomplete applications cannot be accepted.

- _____ **Application** (Including Project Description and Application Signature pages)

- _____ **Color photographs of all building walls that can be seen from the street** (Photos must be 8"x10" or larger, must show the entire building façade in each photo, and must clearly indicate existing façade details.)

- _____ **Owner's Affidavit** (Must be completed, signed, and notarized)

- _____ **Certificate of Appropriateness issued by the Historic Preservation Board (HPB) or Certificate of Appearance Review issued by the Appearance Review Board (ARB)** (If applicable)

- _____ **Project Plans and Architectural Renderings** (11"x17" or larger to adequately depict the project)

- _____ **Three (3) Contractor's Bids/Estimates** (For all work proposed)

- _____ **Specification Sheets and/or Material Samples** (Pre-fabricated elements, signage, fixtures, materials, etc.)

- _____ **List of Vendors and Contractors Potentially Associated with the Façade and Building Improvements**

- _____ **Lease Agreement** (If Tenant is Applicant)

- _____ **Copy of Business Tax Receipt** (If applicable)

- _____ **Structural Assessment** (If applying for Stabilization funding)

- _____ **Copy of Homeowners Insurance** (If applicable)



Downtown Commercial and Residential Building Improvement Program

APPLICATION

Subject Property Information:

Project Address: _____

CRA Planning Area: _____ CBD _____ Eola _____ Parramore Heritage _____ North Quarter

Project Type: _____ Façade Improvements _____ Building Stabilization Improvements

Parcel ID Number(s): _____

City Zoning: _____

Applicant:

Name: _____

Business Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Property Owner (if different than Applicant):

Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____



Downtown Commercial and Residential Building Improvement Program

APPLICATION SIGNATURE

The Applicant, _____, assures that the information submitted as part of this application package, as well as any subsequent information submitted for review by Community Redevelopment Agency Staff, the DCRBIP Grant Review Committee, the Community Redevelopment Agency Advisory Board, and the Community Redevelopment Agency is true and correct, and that all information and documentation submitted, including this application and attachments, is deemed public record under the Florida Public Records Law, Chapter 119 of the Florida Statutes. Falsification or omission of information will result in rejection of the application. In addition, you may be subject to prosecution under Orlando City Code Section 43.16, False Information. The Downtown Orlando Community Redevelopment Agency (CRA) maintains the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the Downtown Commercial and Residential Building Improvement Program, the Applicant agrees that it will enter into a Funding Agreement with the CRA with terms relating to, among other things, the CRA's right to receive re-payment of program funds, the CRA's right to review and audit any and all records related to the Agreement, and the CRA's payment of program funds only upon completion of the project as approved. In case of a default in terms of the Agreement, the Applicant may be responsible for repayment of distributed funds.

By signing below, the Applicant authorizes the City of Orlando to request criminal background checks from local, state, and federal agencies. Please note that a criminal background check is conducted on every applicant and that review of this application is contingent upon satisfactory completion of a criminal background check.

By signing below, the Applicant/Property Owner acknowledges that they have read and agree to the Downtown Commercial and Residential Building Improvement Program policies, procedures, and conditions.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____