

**West Palm Beach  
Community Redevelopment Agency**

# **Downtown/City Center CRA District**

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## **BEAUTIFY NORTHWEST INCENTIVE PROGRAM**

**Downtown/City Center  
Community Redevelopment Agency (CRA)**

**HISTORIC NORTHWEST  
BEAUTIFY NORTHWEST PROGRAM**

**About the Program**

The CRA Historic Northwest Beautify Northwest Program is an opportunity for businesses located in the Historic Northwest District to request assistance with minor cosmetic improvements such as painting, lighting, and signage. The CRA will provide funding in an amount not to exceed qualifying project costs up to \$3,500.

**The Historic Northwest Beautify Northwest Program opportunity is contingent upon funding availability and CRA staff approval and is not to be construed as an entitlement or right of a property owner, business owner or applicant.**

**Businesses that qualify for this program must be located in properties that are free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meet the goals and objectives as set forth in the Northwood/Pleasant City CRA Five Year Strategic Finance Plan.**

**Step 1: Application Process**

- 1. Business or property will submit application to the CRA Staff for initial review. At that time the application must include:**
  - A) \_\_\_\_\_** If the property is not owned by the applicant, the application must be signed by the property owner authorizing the proposed enhancements.
  - B) \_\_\_\_\_** A Valid Business Tax license with the City of West Palm Beach must be submitted.
  - C) \_\_\_\_\_** A conceptual drawing of the proposed improvements.
  - D) \_\_\_\_\_** Businesses must be located in properties that are free of all municipal and county liens, judgments or encumbrances of any kind. This provision can be waived by the CRA Board of Commissioners if development plans for said property meets the goals and objectives as set forth in the Northwood/Pleasant City CRA Five Year Strategic Finance Plan.
  - E) \_\_\_\_\_** Once the application is completed, it must be submitted to CRA Staff for review. If additional information is required to finalize the application, additional time will be required for approval process.

**Step 2: Agreements and Coordination:**

1. The applicant is responsible for completing the full scope of the proposed project including hiring contractors and obtaining permits, where necessary.
2. The funds awarded by this program are dispersed on a reimbursement basis, after the project is completed and inspected by the CRA. No funding is given up front, however, contractors may be paid directly by the CRA

I have read completely and understand the program, including the application guidelines and understand that

\_\_\_\_\_  
Applicant Signature

Date\_\_\_\_\_

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Property Owner

Date\_\_\_\_\_

\_\_\_\_\_  
Print Property Owner Name

**HISTORIC NORTHWEST  
BEAUTIFY NORTHWEST PROGRAM  
APPLICATION**

Date of Application: \_\_\_\_\_

1. Address of business requesting incentive: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

3. Does the applicant own property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "No" box is checked, when will property be in control (own or long-term lease) of applicant?

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Indicate the owning entity of the property (i.e. name on property title)

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4. Attach rendering showing and describing proposed improvements:

5. Total Project Cost: \_\_\_\_\_ Total Funding Requested: \_\_\_\_\_

Authorized Representative(s):

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Property Owner Signature  
(If different)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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