

**West Palm Beach
Community Redevelopment Agency**

Downtown/City Center CRA District



NORTHWEST PARKING LOT BEAUTIFICATION PROGRAM

Downtown/City Center Community Redevelopment Agency (CRA) NORTHWEST PARKING LOT BEAUTIFICATION PROGRAM

About the Program

The CRA Northwest Parking Lot Beautification Program is an incentive created to assist future business development and recruitment. The goal of the program is to work with private property owners that currently have surface parking lots, and to improve those lots in exchange for permission to allow for public parking on the Tamarind Avenue and Rosemary Avenue commercial corridors.

The incentive would be available to private properties located immediately adjacent to Tamarind Avenue, between Banyan Boulevard and Palm Beach Lakes Boulevard, and Rosemary Avenue between Banyan Boulevard and 7th Street and must meet each of the following criteria:

1. Access to the parking lot must be from the adjacent street or alley-way.
2. A new curb cut is discouraged on Tamarind Avenue or Rosemary Avenue. Any new curb cuts on the corridors must be permitted by Planning and Zoning.
3. If a decorative perimeter fence or hedge is utilized, pedestrian access must be provided directly to the public sidewalk.
4. Parking will be made available to the public at no cost.

Improvements may include landscaping, irrigation, lighting, paving, and striping as required by the City of West Palm Beach Land Development Regulations.

The CRA will provide a grant for 50% of a project, for a maximum CRA grant of \$50,000.

- Properties listed for sale may not apply.
- Properties must remain available for public parking for five (5) years after the award of the grant.
- Properties sold within twenty-four months (2 years) of receiving funding must repay the full amount.
- Work on the project must begin within One Hundred Eighty (180) days following CRA approval process.
- **Eligible Improvements** include landscaping, irrigation, lighting, paving and striping as required by the City of West Palm Beach Land Development Regulations.
- Funding is available on a first-come, first-serve basis.

The Northwest Parking Lot Beautification Program benefits are contingent upon funding availability and CRA approval and are not to be construed as an entitlement or right of a property owner or applicant. Properties in the designated CRA areas are not eligible for CRA funded programs when such funding conflicts with the goals expressed in the CRA Strategic Finance Plan or Community Redevelopment Plan.

Property to be improved must be 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 Downtown/City Center CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

Step 1: Application Process

Business or property owner must submit applications to the CRA Staff for initial review. The application must include:

Please read and initial beside each application requirement

- A) _____ Application will not be accepted if work is started prior to submittal to CRA Staff for review.
- B) _____ Eligible businesses must have a valid Business Tax license, if required, with the City of West Palm Beach and submit a copy with the application.
- C) _____ Property to be improved must be 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 Downtown/City Center CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.
- D) _____ A photograph of the property showing the area(s) for improvement.
- E) _____ Applicants shall submit the proposed site plan for PPRC review, with the Planning and Zoning department, prior to submittal to the CRA. The applicant is responsible for obtaining CPTED (Crime Prevention through Environmental Design) review by city staff.
- F) _____ Following PPRC review comments, a site plan of the parking lot improvements and a minimum of two (2) cost estimate(s) from licensed contractors for the proposed improvements, are required.
- G) _____ After submittal of the completed application, CRA staff will advise applicant of status of application.
- H) _____ If the application is approved, the CRA will provide the applicant with a Northwest Parking Lot Beautification Program agreement between the CRA and the applicant for signature. It is recommended that NO CONSTRUCTION begin until the Agreement is signed by all parties. Improvements completed prior to full execution of the Agreement may not be eligible for reimbursement.

Step 2: Construction/Payment by the CRA/City of West Palm Beach:

1. If your contractor(s) agree(s) to wait for payment until a check is issued by the CRA of West Palm Beach, a paid invoice/receipt for the completed work from the contractor and a letter from you indicating the work is complete and you are satisfied with the job, is required. A check will be issued to the contractor.
2. If your contractor(s) require(s) payment upon completion of the work, you must pay the invoice. You may then provide the CRA of West Palm Beach with the paid invoice and/or a copy of *both* sides of the cancelled check. A check will be issued in your name.
3. A CRA/City of West Palm Beach staff member will visit the property and take a photograph of the completed project.

Signature of Applicant

PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL

- Properties for sale are ineligible. Properties sold within twenty-four months of receiving grant funding **must repay the full amount**.
- Prior to application submittal, a preliminary review of proposed renovations to property must be completed by the Planning and Zoning Department.
- After approval process, the CRA will provide the applicant with an approved agreement for signature. It is recommended that **NO CONSTRUCTION** begin until the agreement is signed by all parties. Improvements completed prior to CRA Staff approval may not be eligible for reimbursement.
- If deemed necessary, the Community Redevelopment Agency (CRA) reserves the right to have the application and its contents evaluated and analyzed by an outside third party including but not limited to; the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the applicant.
- If your site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and withstand the environmental conditions of West Palm Beach. Irrigation systems must prevent over spray and water waste. It is recommended a drip irrigation system be installed.
- Property to be improved must be 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 Downtown/City Center CRA Five Year Strategic Finance Plan. Upon grant approval, said property must remain free of all municipal and county liens, judgments or encumbrances of any kind under the term of the agreement.

I have read completely and understand the program, including the application guidelines and grant reimbursement process.

Applicant Signature

Date_____

Property Owner

**NORTHWEST PARKING LOT BEAUTIFICATION PROGRAM
APPLICATION**

Date of Application: _____

1. Address of project 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?

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

4. Project Description: _____

5. Total Project Cost: _____ Total Funding Request: _____

Authorized Representative(s):

Business Owner Signature

Property Owner Signature
(If different)

Print Name

Print Name

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