

# TOWN OF LAKE PARK

## **Façade Improvement Grant Program**

The Town of Lake Park has established a Façade Improvement Grant Program as the commercial component of its Community Improvement Beautification Fund with funds to be derived from a portion of the Bond money, and it is available on a first-come, first-served, basis.

### **Purpose**

To promote maintenance, rehabilitation, renovation and restoration of the exterior of buildings in the Park Avenue Downtown District (“PADD”) or the Community Redevelopment Agency (“CRA”) District of Lake Park by offsetting the cost of such improvements. The Lake Park Department of Community Development is available to assist applicants with their project plans. Department staff will provide property owners with guidelines for design to assure that the resulting project will contribute to a traditional downtown image and create a quality pedestrian-oriented environment.

### **Things You Should Know About the Grant**

- Improvement elements eligible for funding are signs, canopies, façade improvements, painting, landscaping and lighting
- All improvements must meet any applicable Code of Ordinances of the Town of Lake Park and must be approved by the Lake Park Department of Community Development. For further information regarding this requirement, please contact the Department of Community Development at 561-881-3318.
- If the design is approved, the grant will match the applicant’s costs with a minimum of **10 percent up to a maximum of 50 percent, with the total grant award not to exceed \$3,000.00.**
- After the design has been approved, work must begin within 30 days of approval, and must be completed within 120 days after commencement.
- The grant will be paid **on a reimbursement basis** to the applicant following completion of work as approved by the Department of Community Development and all paid invoices relating to the project have been submitted to the Town Manager.
- Architectural, engineering and surveying fees are not eligible for grant funding. Only actual construction materials and labor will be considered for the grant.

# FAÇADE IMPROVEMENT GRANT PROGRAM

## APPLICATION FORM\*

**NOTE:** *This grant targets commercial properties in the PADD or CRA District of Lake Park. Proposed work must be consistent with the Town's overall goals for an improved downtown. Applicant must be the property owner.*

### I. APPLICANT INFORMATION:

A. Name: \_\_\_\_\_

B. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

C. Telephone No. \_\_\_\_\_ FAX No.: \_\_\_\_\_

D. E-mail Address: \_\_\_\_\_

E. Legal Name of Business: \_\_\_\_\_

F. Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

G. Telephone No. \_\_\_\_\_ FAX No.: \_\_\_\_\_

H. Date the Business Was Legally Established: \_\_\_\_\_ State: \_\_\_\_\_

I. Legal Form of Business (Please Check One Box): \_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Corporation \_\_\_\_\_ Limited Liability Company \_\_\_\_\_ Partnership

J. Nature of Business (please list products/services provided): \_\_\_\_\_  
\_\_\_\_\_

K. Palm Beach County Occupational License Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

L. Lake Park Occupational License Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

M. Code Compliance Board Order Number or Violation Notice (if applicable)  
\_\_\_\_\_

**II. PROJECT DESCRIPTION:**

A. Project General Description (*Summarize project to include as much detail about visual and structural improvements as possible. Attach additional sheets if necessary*):

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**III. LIST OF ESTIMATED PROJECT COSTS** (*Please note that three [3] written estimates are required for each phase of work to be undertaken – attach additional sheets if necessary*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Total Project Cost Estimate: \$ \_\_\_\_\_

**IV. FUNDING SOURCES:**

- Town of Lake Park grant:  
(Enter the amount of grant being requested) \$ \_\_\_\_\_
- Applicant’s share:  
(Enter the amount of money you plan to contribute) \$ \_\_\_\_\_
- In-kind Services:  
(Enter the value of any donated services or materials) \$ \_\_\_\_\_

**DOCUMENTATION WHICH MUST BE ATTACHED TO THIS APPLICATION:**  
Please include with this application at the time of submittal the following documentation:

- \_\_\_\_\_ Copy of current Palm Beach County Occupational License (if applicable)
- \_\_\_\_\_ Copy of current Town of Lake Park Occupational License (if applicable)
- \_\_\_\_\_ Copy of Town permits already received (if applicable)
- \_\_\_\_\_ Proof of insurance coverage for building
- \_\_\_\_\_ Copies of written estimates
- \_\_\_\_\_ Copy of Code Compliance Board Order, if any

**THIS IS AN OPEN-ENDED PROGRAM WITH NO STATED DEADLINE. THIS PROGRAM WILL REMAIN OPEN AS LONG AS FUNDING IS AVAILABLE. COMPLETED APPLICATION FORMS AND REQUIRED DOCUMENTATION MUST BE SUBMITTED EITHER IN PERSON OR BY MAIL OR EXPRESS DELIVERY TO:**

**TOWN MANAGER  
TOWN OF LAKE PARK  
LAKE PARK TOWN HALL  
535 PARK AVENUE  
LAKE PARK, FLORIDA 33403**

**For further information regarding this program, contact the Office of the Town Manager at 561-881-3304.**

**NO APPLICATIONS WILL BE ACCEPTED BY FAX.**

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**For Office Use Only:**

**Date application received:** \_\_\_\_\_

**Application Complete:**

- Yes**
- No. Additional information or documentation needed:**

**Additional information or documentation received:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Application Approved?**

- Yes. Date of Approval:** \_\_\_\_\_  
**Amount: \$** \_\_\_\_\_  
**Conditions (if applicable):** \_\_\_\_\_
  
- No. Date of Denial:** \_\_\_\_\_  
**Reason:** \_\_\_\_\_  
\_\_\_\_\_

**Comments:**

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\* Town of Lake Park Façade Improvement Grant Program Application Form (revised 5/2003 - previous editions obsolete)