

Application No. _____



**APPLICATION FOR HISTORIC MIRAMAR
COMMERCIAL REHABILITATION
PROGRAM (TARGET AREA)**

Economic Development & Housing Department
2200 Civic Center Place
Miramar, Florida 33025
(954) 602-3267
www.ci.miramar.fl.us



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

CONTENTS

	<u>Page</u>
1. Introduction	3
2. Map of Program Area	4
3. Program Requirements & Guidelines.....	5
4. 7-Step Process	6
5. Application Form.....	9



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

SECTION 1: INTRODUCTION

Miramar Property/Business Owner:

This opportunity is available to all owners of developed commercial properties located in the Program Target Area (see map).

How it works:

Federal government money, provided directly to the city, funds this program to help commercial property owners who are located in the Program Target Area with the cost of improving the condition of their properties. For eligible projects (see program requirements & guidelines), the city provides technical and financial assistance for the activities associated with the program. Typically the city provides up to 50% of the construction cost, but considers each project on a case by case basis.

Getting started:

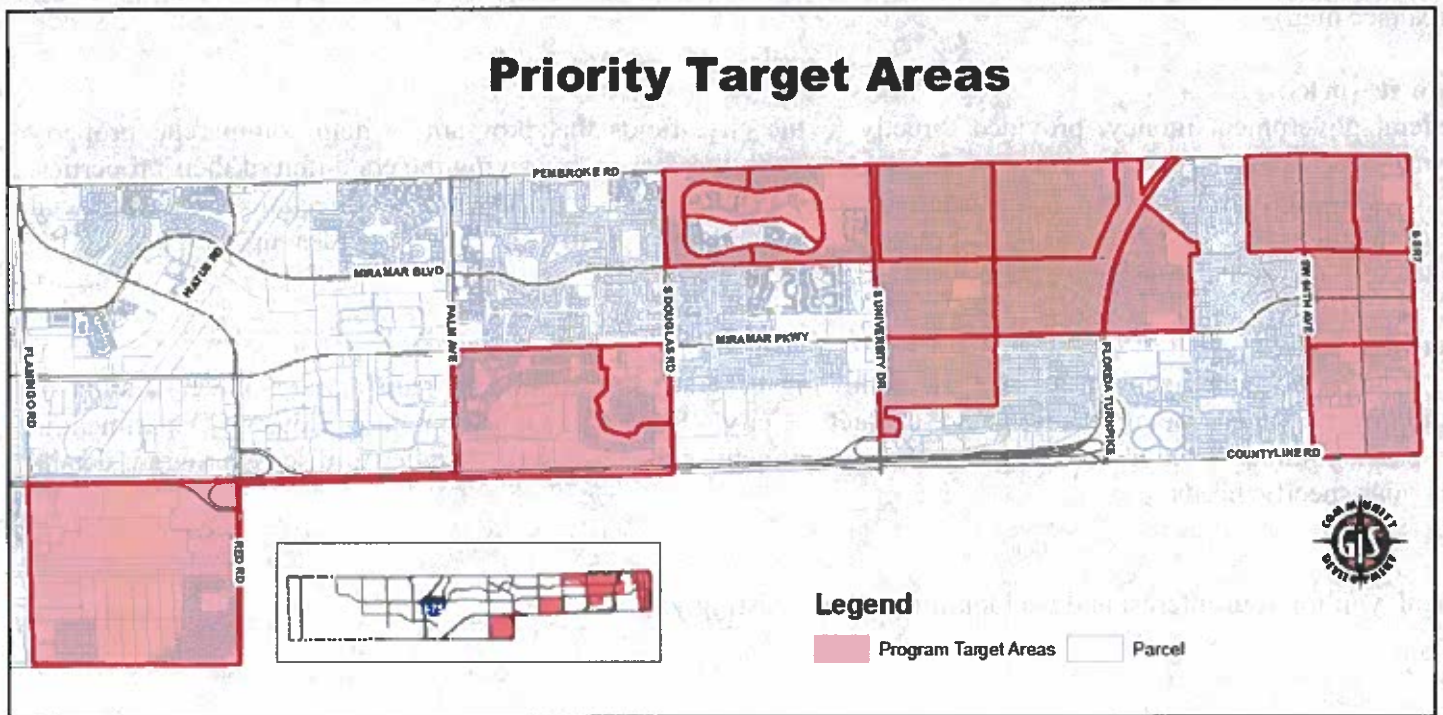
To begin, we encourage you to read the following program information to gain a fuller understanding of participation. When you are ready, please contact the city's Economic Development & Housing Department at the phone number listed above to arrange an appointment with a city staff member to discuss program details and your specific needs.

Thank you for your interest and we look forward to assisting you.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

SECTION 2: MAP OF PROGRAM AREA





COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

SECTION 3: PROGRAM REQUIREMENTS & GUIDELINES

A. Eligibility

- ❖ Location: the project must be located within the Program Target Area (*see map*).
- ❖ The owner of the property must be the applicant.
- ❖ Covered Improvements: exterior building facade. May include signs and light fixtures attached to the building. (*New construction does not qualify*).
- ❖ The project must receive City Commission approval before the owner applies to the city for project funding.
- ❖ The applicant must agree to comply with all Federal Rules and Regulations, City of Miramar ordinances, and Florida Building Code requirements.

B. Funding

- ❖ A funding application must be completed by the applicant and processed and approved by the city.
- ❖ The city's funds can only pay for the covered improvements noted above.
- ❖ The cost of architectural design services is to be paid by the applicant. The amount paid by the applicant will be counted toward the applicant's contribution to the project. Architect services during construction are eligible for city funding.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

SECTION 4: SEVEN STEP PROCESS

7 Step Process
The program consists of a 7-step process for each eligible project:
1.) Program application & Rehabilitation Plan
2.) Contractor selection
3.) City action
4.) Project funding application
5.) Permit issuance/construction agreement
6.) Construction
7.) Complete construction/Project close

Step 1: Program Application & Rehabilitation Plan

Application Submittal

An appointment must be made with a staff member from the Economic Development & Housing Department to submit an application. At that time we discuss program details, your specific needs, and review the application for completeness. (*Costs: application fee of \$540.00 and a legal cost recovery deposit of \$300.00. due the day of submittal.*)

Rehabilitation Plan Submittal and Review

1. The city issues an invitation to provide design services to the city established architects pool.
2. Architect firms interested in the project are invited to participate in a **mandatory on-site meeting** with city staff and the property owner to walk the site and discuss the owner's proposed scope of work.
3. The city will issue an invitation to submit design services proposals to the architects who attended the on-site meeting. Proposals submitted by the deadline will be considered.
4. Once an architect is selected and an agreement for services executed with the property owner/applicant, a rehabilitation plan is developed in accordance with the requirements contained in this document and any additional information that is appropriate for the proposed work scope.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

5. After submitting the proposed rehabilitation plan, the city's design review period begins. At this point, staff identifies all of the issues that the applicant needs to address before the plan can be recommended for approval. Please note that this usually requires plan changes, which triggers additional consultant work and staff review. Because of this and the uniqueness of each property, the time needed to finalize the review will vary. To help this go as smoothly as possible, applicants are encouraged to maintain regular contact with the city staff (including meeting attendance).
6. Once there is agreement on the rehabilitation design and related work items, the architect submits a construction permit set with the city's Building Division for a "dry run" building code review.

Step 2: Contractor Selection

1. When the "dry run" building review is substantially complete, the plan is used to solicit contractor bids.
2. City staff notifies the city-established contractors pool of the project and opportunity to bid on the job.
3. Interested contractors will be invited to a **mandatory on-site meeting** with city staff and the applicant to review the proposed work scope and address any questions. The project architect is to provide a detailed Schedule of Values (SOV) for contractor bidding.
4. The city will issue an invitation to bid (ITB) for the contractors who attended the on-site meeting. Bids submitted to the city by the ITB deadline will be considered. The contractor receiving the bid award will be notified by the city and provided instructions on next steps.

Step 3: City Action

The plan used for contractor bids will be scheduled for approval by the City Commission at a regularly scheduled meeting. City staff will present the proposed rehabilitation plan, the bid award amount and the city's funding recommendation. The owner/applicant should attend.

Step 4: Project Funding Application

Working with staff, the owner/applicant completes an application for project funding before a building permit is issued.

Step 5: Permit Issuance/Construction Agreement

The contractor finalizes all building permit applications and during a pre-construction meeting executes a construction agreement with the owner/applicant.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

Step 6: Construction

As construction progresses, the contractor submits periodic invoices for review and approval by the project architect, city and the property owner. Payment of invoices is done in accordance with procedures and a schedule agreed upon by the contractor, city, and owner/applicant.

Step 7: Construction Complete/Project Close

The project will be considered completed when a Certificate of Occupancy, Certificate of Completion or final inspection is issued by the Building Division and payment of final invoice to the contractor, indicating the owner's approval of the project.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

SECTION 5: APPLICATION FORM

INSTRUCTIONS: Please print or type all information accurately and completely.

DEVELOPMENT/PROJECT NAME:

Address:

Legal Description *(attach separate sheet if necessary):*

Project Narrative *(use separate sheet if necessary)*

Current Use(s) of Property:

Proposed Use(s) of Property:



City of Miramar
 Economic Development & Housing Department
 2200 Civic Center Place
 Miramar, Florida 33025

COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

PROPERTY OWNER NAME:		PROPERTY OWNER SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
<input type="checkbox"/> Proof of Ownership (Submit Warranty Deed/Tax Record)			
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
 <u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

AGENT'S NAME (if different from Owner):		AGENT'S SIGNATURE:	
Address:			
Telephone:	Fax:	E-mail:	
NOTARIZATION			
STATE OF FLORIDA/COUNTY OF			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
 <u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

TENANT ACKNOWLEDGEMENT

(Not applicable to owner-operators, this indicates tenant(s) know(s) about this application)

Business Name	Owner Name(s)	Owner signature(s)	Phone Number

PROPOSED REHABILITATION PLAN *(Required Information)*

3 sets of a signed & sealed site plan @ 24" X 36" dimensions. These sets must include:

- ❖ Current survey (within 1 year of submittal date)
- ❖ Site plan showing existing & proposed site conditions (building locations & setbacks; parking & loading; landscaping; signs; lighting; trash disposal; fences & walls) & zoning requirements/standards (required setbacks; permitted height; required parking & loading; building, impervious, & pervious coverage calculations)
- ❖ Architectural drawings showing existing & proposed building elevations; any roof-mounted equipment; accessory structures (dumpster enclosures, storage buildings, fences/walls); freestanding signs. Elevations shall include heights, dimensions, color & material designations, light fixtures, signs, awnings, canopies, etc.



COMMERCIAL REHABILITATION PROGRAM (TARGET AREA)

ATTACH/SUBMIT PHOTOGRAPHS

Attach separate sheet if necessary.