

Town of Eatonville



TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY DEMOLITION ASSISTANCE PROGRAM GUIDELINES

PROGRAM GUIDELINES

Eligibility Criteria

- Must be a permanent structure
- Must be vacant and uninhabitable
- Must be current on property taxes
- Property must be clear of any outstanding liens
- Must be free of hazardous materials and substances
- Must be within the Town of Eatonville Community Redevelopment Agency boundaries.

Eligible Use of Funds

- Demolition
- Disposal

Required Documents

- Completed application.
- Proof of ownership
- Proof of current property tax payments
- Photos of structure proposed for demolition.
- Itemized estimates of demolition and disposal costs (minimum of 3 quotes)
- Applications will be reviewed and approved on a first come, first served basis, while funds are available.
- Up to 50% of cost, not to exceed \$5,000 for residential structures.

Please submit the completed application to cra@townofeatonville.org.

SECTION ONE: PROGRAM PURPOSE: The purpose of the Town of Eatonville Community Redevelopment Agency (TOECRA) Demolition Assistance Program (DAP) is to provide grants to eligible applicants on a first come, first served basis with the intent to reduce or eliminate the costs associated with the removal of substandard structures when the cost to rehabilitate is not feasible. Properties must be located within the boundaries of TOECRA to be eligible for grant funds. Grant awards amount up to \$5,000. It is the intent of the TOECRA, under the Community Redevelopment Plan and Chapter 163, Part III, Florida Statute, to provide financial assistance to qualified owners of Residential properties located within the indicated boundaries of the CRA for eligible building or site improvements that contribute to the physical, economic, social and aesthetic enhancement of the TOECRA area.

SECTION TWO: ELIGIBILITY CRITERIA: Must be a permanent structure, must be vacant and uninhabitable, must be current on property taxes, property must be clear of any outstanding liens, must be free of hazardous materials and substances, must be within the TOECRA boundaries.

SECTION THREE: ELIGIBLE USE OF FUNDS: Funds can be used for demolition and disposal.

SECTION FOUR: PROPERTY ELIGIBILITY: Any site within the TOECRA deemed substandard or deteriorated. The structure must be functionally obsolete or economically unfeasible to repair, as determined by the town. Structures must have been abandoned or vacant for at least a year before they can be demolished under this program. The Residential Property DAP matching grant funds are available to qualifying residential property owners within the indicated TOECRA Area and are intended for rehabilitation and restoration of sites only, not for the improvement of undeveloped sites.

SECTION FIVE: APPLICANT ELIGIBILITY: Applicants must be able to demonstrate the following:

- Ownership of the property
- The property is located within TOECRA.
- The applicant(s) is current on all property taxes.
- As a condition of approval any and all Town of Eatonville liens and/or outstanding debts to the TOECRA or Town, if any, shall be satisfied. Any exceptions to this requirement shall be resolved on a case-by-case basis by the TOECRA Board.
- The property is not in foreclosure.
- Documentation of proposed activities to determine eligibility.
- The work on the site has not commenced.
- The property must be current on water, sewer, garbage, tax bills, active building permits.
- The property must have conducted a study on the presence of contamination and toxic substances within the structure of the building.

The TOECRA DAP is designed to incentivize and expedite the removal of obsolete buildings and make way for redevelopment. This program provides grant funds to facilitate the demolition of

existing principal and secondary/accessory structures within the TOECRA to achieve several economic development-focused goals.

SECTION SIX: PROGRAM OVERVIEW: The DAP is an initiative by the TOECRA designed to encourage the replacement of aging and blighted structures in the TOECRA area. The purpose of this program is to provide grant assistance to property owners who are looking to invest or reinvest in the TOECRA by replacing existing structures and to property owners who have an interest in making their properties available for development. The DAP is intended to support economic development and growth in the TOECRA area by providing financial assistance to property owners who are committed to improving their properties through demolition projects that prepare parcels for modern development. By doing so, the program seeks to facilitate development and promote the growth of the local economy.

SECTION SEVEN: PROGRAM GOALS: The DAP aims to achieve several program goals that align with the TOECRA broader economic development objectives. These goals are designed to support job creation, business attraction and retention, enhance the local economy, and foster collaboration between the Town of Eatonville, the CRA, and the business community. The program seeks to accomplish the following goals:

- Revitalization: The DAP is designed to revitalize underutilized and deteriorated areas and to eliminate slum and blight.
- Economic Growth: The DAP will increase tax increment funding within the TOECRA by promoting investment, economic growth, and the modernization of structures.
- Appearance Enhancement: The DAP will, subsequent to demolition and after redevelopment, enhance the overall appearance of buildings to improve attractiveness to residents, visitors, and potential investors.

SECTION EIGHT: FUNDING AVAILABILITY: The DAP seeks to accelerate demolition by offering demolition grants to property owners or developers reimbursing 50% of the costs up to \$5,000.

SECTION NINE: GRANT AWARD: The DAP will provide grants covering 50% of demolition costs up to \$5,000. As a condition of being granted an award, all applicants that receive assistance will be required to place a sign or placard at sites supported under this award that informs the public that the improvement is funded in part by the TOECRA. Please note that awards are subject to funding availability and at the discretion of the Town Chief Administrative Officer and TOECRA.

SECTION TEN: EXPENSES:

Applicants shall meet the following criteria:

1. Applicants shall be the owners of the property and structure(s) proposed for demolition.
2. The program applies to both non-residential and residential structures.
3. Both for-profit and non-profit entities are eligible to apply
4. Funds shall be used for demolition of primary structures and for properties where secondary structures will be demolished along with the primary structure.
5. Interior demolition expenses are not covered under this program.

Ineligible Expenses

1. Any service performed by a non-licensed contractor.
2. Complete or partial demolition of a building made prior to the awarding of a DAP application.
3. Interior demolition.

SECTION ELEVEN: PROGRAM GUIDELINES:

A. Approval by the TOECRA Board shall be secured prior to commencement of work. If a Grant is approved by the TOECRA Board, the CRA Executive Director shall provide written documentation to the Applicant indicating the amount of the Grant (reimbursement) and the specific requirements necessary to receive the Grant.

B. Applicants shall obtain three (3) bids from licensed demolition contractors.

C. Water/sewer invoices and all taxes shall be paid current for the property subject to the application.

D. As a condition of approval by the TOECRA, TOE liens and outstanding debts to the TOECRA or TOE, if any, shall be paid.

E. Applicants shall submit a copy of an Environmental Study at the time of application indicating whether any contaminants, toxic substances, hazardous materials, etc. are within the structure(s). And if so, stating how those substances will be remediated prior to, or during, demolition.

F. Applicants shall hire a licensed contractor authorized to conduct business and perform demolition activities in the Town of Eatonville. All quotes, bills, and invoices shall reflect the contractor's license number.

G. Applicants shall ensure that all required permits and approvals are obtained (demolition, site clearance, and all others that are applicable).

H. Demolition of the building(s) shall be completed within four (4) months of either the award of the grant or the permit issuance, whichever occurs last, unless a written extension is requested of, and is granted by, the TOECRA Board.

SECTION TWELVE: APPLICATION INSTRUCTIONS:

The program application and list of required documents will be available on the TOE and TOECRA website. Applicants shall submit a completed application with all required documents to be considered for assistance. On behalf of the CRA, staff shall review the application for completeness.

- A Pre-Application meeting should be scheduled with the TOECRA, TOE Administrator, and Planning staff prior to submission of an application.
- A post-application submittal meeting may be held with the Applicant to discuss any issues pertaining to the application. At this time, additional information may be requested.
- Upon receipt of an application, and all additional information requested, if any, the TOECRA and TOE Administrator and Planner shall review the application and make a recommendation to the TOECRA Board to either approve or deny the application and state the reasons for such recommendations.

The TOECRA Board shall determine the applicant's funding request for approval or denial by majority vote of the TOECRA Board of Directors present at such meeting.

SECTION THIRTEEN: REQUIRED APPLICATION DOCUMENTS:

1. Demolition Schedule;
2. Photographs of existing building and proposed demolition area;
3. Site Plan or Survey, drawn to scale, depicting the buildings and impervious surface areas upon the site;
4. Report on toxic substance/contaminant study;
5. Three (3) competitive cost estimates from licensed and insured contractors. The proposals should give detailed information about the work to be done, materials to be used, costs and the project completion schedule. Two (2) bids will be considered acceptable if the cost difference between them falls within a 10% margin.
 - a. Contractors and/or materials cannot be changed without prior written staff approval. At the staff's discretion, a change in contractors or materials may require a new CRA Board Approval.

SECTION FOURTEEN: EVALUATION APPLICATION SCORING BASED ON 100-POINTS:

Applicants with a score of 60 or higher will be referred to the TOECRA Board for consideration.

- Community Impact (25 points) Assessment of how the demolition will benefit the community such as removing blight and enhancing aesthetics.
- Environmental Impact (25 points) Assessment of environmental consequences of the demolition, including potential contamination, degree to which the building poses safety hazards.
- Economic Revitalization (20 points) Assessment of how the demolition could stimulate economic growth by attracting new development, businesses, or investment.
- Overall Project Vision (30 points) Assessment of how the demolition fits into the broader vision of the TOECRA Redevelopment Plan.

SECTION FIFTEEN: AWARD REIMBURSEMENT:

The Applicant shall incur all initial demolition costs and may receive reimbursement from the CRA only after the demolition has been completed in accordance with the grant award. The CRA shall disburse grant funds upon finding the demolition is complete.

The finding of demolition completion shall be granted when the following package is received:

1. Written notification from the owner that the demolition is complete; and
2. Copies of all required permits and inspections, if required; and
3. Copies of paid invoices and evidence of payment (cancelled checks, credit card receipts); and
4. Photographs of completed demolition.

SECTION SIXTEEN: LIEN: A lien will remain on the property for four (4) years or until a building permit is issued for the new building, whichever comes first. Should the title to the property be transferred or the property be refinanced, the TOECRA will be reimbursed the full amount of the award, up to \$5,000. The consideration to remove the lien upon meeting the program conditions, a building permit issued, must be brought back to the TOECRA Board for authorization to remove.



**TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY
DEMOLITION ASSISTANCE PROGRAM CHECKLIST**

All items on the checklist are required to submit your application.

Incomplete applications cannot be accepted.

**PLEASE SUBMIT TWO (2) COMPLETE SETS OF THE APPLICATION AND RELATED
DOCUMENTS**

- _____ Original 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 and must show the entire building façade in each photo)
- _____ Owner's Affidavit (Must be completed, signed, and notarized)
- _____ Current Site Survey
- _____ Description of proposed plans for the site post demolition

PROGRAM GUIDELINES

Eligibility Criteria

- Must be a permanent structure
- Must be vacant and uninhabitable
- Must be current on property taxes
- Property must be clear of any outstanding liens
- Must be free of hazardous materials/ substances

Eligible Use of Funds

- Demolition
- Disposal

Required Documents

- Completed application
- Proof of ownership
- Proof of current property tax payments
- Photos of structure proposed for demolition
- Itemized estimates of demolition and disposal costs (minimum of 2 quotes)

Award Information

- Applications will be reviewed and approved on a first come, first served basis, while funds are available.
- Up to 50% of cost, not to exceed \$5,000 for residential structures and up to \$10,000 for commercial structures

Please submit the completed application to cra@townofeatonville.org. If you have any questions or need additional assistance, please contact Shaniqua Rose, CRA Executive Director at 407-623-8906.

PROJECT INFORMATION

Property Owner/Applicant Name: _____

Date: _____

Project Address: _____

Phone Number: _____

Parcel ID: _____

Email Address: _____

Funding Amount Applying For: _____

Project Description (Please describe the project and submit any drawings as may be applicable):

Applicant Certification and Signatures

I certify that the information provided in this application is true and accurate to the best of my ability and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquires you deem necessary to verify the accuracy of the information contained herein.

Applicant Signature: _____

Print Name: _____

Date: _____

Bid Information

As owner of the property/properties located below, I have received a minimum of two quotes to undertake the activities specified in this application.

Property Address: _____

Property Identification Number: _____

Owner Signature: _____

Print Name: _____

Date: _____

Bids Attached: _____

THIS APPLICATION MUST BE SUBMITTED TO THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY AND APPROVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE REIMBURSED UNDER THE PROGRAM

The Applicant, _____, assures that the information submitted as part of this application package, as well as any subsequent information submitted for review by Town of Eatonville Community Redevelopment Agency (TOECRA) Staff 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. The TOECRA maintains the right to request any additional information needed to process this Application.

If the Applicant is awarded funding from the Demolition Assistance Program, the Applicant agrees that it will enter into a Funding Agreement with the Town of Eatonville Community Redevelopment Agency with terms relating to, among other things, the TOECRA's right to receive re-payment of program funds, the TOECRA's right to review and audit any and all records related to the Agreement, and the TOECRA'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/Property Owner acknowledges that they have read and agree to the Demolition Assistance Program policies, procedures, and conditions.

Applicant Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

THIS APPLICATION MUST BE SUBMITTED TO THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY AND APPROVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY BOARD PRIOR TO THE COMMENCEMENT OF ANY WORK SOUGHT TO BE REIMBURSED UNDER THE PROGRAM

EXHIBIT B - OWNER'S AFFIDAVIT OF CONSENT
STATE OF FLORIDA
COUNTY OF ORANGE

Before me, the undersigned authority, this day personally appeared.

Who, duly sworn, upon oath, deposes and says:

1. That they are the duly authorized representative of the owner requesting approval of façade grant for the property described below.
2. That all owners that they represent have given their full and complete permission for them to act on their half for the above-stated request.
3. That the following description set forth in this document is made a part of this affidavit and contains the current names, mailing addresses, and legal descriptions for the real property, of which they are the owner of representative.
4. That I acknowledge the applicant's request for funding to make alterations to the property and understand that recommendations may be made by the TOE's Historic Preservation Board, and TOE Planning in connection with this funding request. I, therefore, give my consent to the project described in this application.

Further Affiant sayeth not.

Signature _____ Date: _____

PROPERTY ADDRESS

Sworn to and subscribed before me

This _____ day of _____ 20____

Notary Public, State of Florida at Large
My Commission Expires: