



The Margate Community Redevelopment Agency

Commercial Property Façade Improvement Grant Program Application Form

(Please type or clearly print)

Address of Property to be Improved: _____

Folio Number: _____

Current Use(s) of Property (Office, retail, etc.): _____

Name of Property or Center (if any): _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's E-mail: _____

Property Owner's Name (if different from Applicant): _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Property Owner's E-mail: _____

Anticipated Cost of All Improvements on site: \$ _____

Anticipated Amount to be Requested from MCRA: \$ _____

All required attachments listed below must accompany the application form.
Applications must be complete and correct for the MCRA to consider.

Application Checklist

- ☐ Signed and completed application form.
- ☐ Copy of executed commercial lease (if tenant) or warranty deed (if owner).
- ☐ If applicant is a tenant, signed and notarized authorization by property owner is required.
- ☐ Business Plan or Executive Summary describing the use, management and occupancy of the property.
- ☐ Legal Description of the property.
- ☐ Narrative description of entire project being undertaken, including sources of financing.
- ☐ Detailed budget for entire project with breakdown of exterior improvements for which reimbursement is being requested from Program.
- ☐ A minimum of two bids/quotes from licensed, insured contractors.
- ☐ Preliminary construction schedule.
- ☐ Photograph of existing conditions with at least one photo showing adjacent properties- digital file and hard copy.
- ☐ Site plan or survey that accurately reflects the existing property-digital file and hard copy.
- ☐ Preliminary site plan and elevations of proposed improvements that enable staff to determine quality of design- digital file and hard copy.
- ☐ Color chips and material samples.

I hereby submit this form and all required attachments as application to the Margate Community Redevelopment Agency (MCRA) to be considered for a Grant under MCRA's Commercial Property Façade Improvement Grant Program.

I understand that no work may be performed nor any contracts for work entered into by the applicant or their agents until approval of this request is received in writing from the MCRA. Improvements completed prior to approval are not eligible for reimbursement.

I further understand the MCRA Board has, at its sole discretion, the right to final determination for all aspects of the Commercial Property Façade Improvement Grant Program. This final determination may include, but not be limited to, ranking of applicants, final amount granted to any applicant, applications to be funded, all conditions of funding, approval of all architectural plans and materials to be used in any construction.

I have read and understand the MCRA's Commercial Property Façade Improvement Grant Program Policies and Procedures.

Signature of Applicant

Print Name

Date