



## The Margate Community Redevelopment Agency

### Commercial Property Landscape 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**

Every application package must include the following items before it will be processed and considered for approval:

- ☐ 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 landscape improvements for which reimbursement is being requested from Program
- ☐ A minimum of two bids/quotes from licensed, insured contractors.
- ☐ Preliminary 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 landscape plan identifying types and location of materials, irrigation plan; location of parking must be included in the plan and meet current code regulations- digital file and hard copy.

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 Landscape 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 Landscape 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 plans and materials to be used.

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

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Signature of Applicant

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Print Name

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Date