



**Margate Community Redevelopment Agency**

**Property Upgrade -Landscaping  
Matching Grant Application\***  
(please type or clearly print)

Name of Property or Center (if any): \_\_\_\_\_

Address of Property to be Improved: \_\_\_\_\_

Current Use(s) of Property (Office, retail, etc): \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Contact Name (if different from owner): \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Anticipated Cost of All Landscape Improvements on site: \$ \_\_\_\_\_

Anticipated Amount to be Requested from MCRA: \$ \_\_\_\_\_

Amount requested from MCRA may not exceed \$10,000 or one-half the cost of the eligible improvements, whichever is less. Property must not currently be nor have ever been in conformance the City of Margate Landscape Code after 1985. All costs incurred (including deposits) must be made after the execution date of any Landscape Grant Agreement with the MCRA.

Most any item involved in the costs of upgrading a property's interior parking lot and exterior abutting a public right-of-way to the current City of Margate Landscaping Code Requirements are eligible. These costs may include, but not be limited to: removal of asphalt, installation of irrigation systems, permit costs planting materials, water impact fees for irrigation, cost of water meters for irrigation, landscape design.

\* Incomplete or incorrect applications will not be considered.

Please see page 2 for list of documents to attach to this form and signature.

**Page 2 Property Upgrade - Landscaping  
Matching Grant Application**  
(please type or clearly print)

Please attach the following documents to this application\*:

- 1 – A site plan or survey that accurately reflects the property as it is today (does not have to be signed and/or sealed drawings).
- 2 – Color pictures of the property as it exists today (must include at least two copies of a photo of the frontage to be improved).
- 3 – A legal description of the property.
- 4 – A short narrative describing the landscape improvements that the owner would like to undertake. (this narrative will not in any way bind the owner to any specific improvements)
- 5 – If the property is not represented by an individual owner, a notarized statement giving an individual the rights and responsibilities of representing the owner and the property to, and before, agents of the Margate Community Redevelopment Agency in any discussions, negotiations or issues regarding this program and/or property.

\* Applications without required attachments will not be considered

**NOTE:** If you are also applying for the MCRA's Façade Grant, simultaneously, you may attach this form to your packet of documents for that program. The only additional document to be submitted will be # 4 – the short narrative.

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 Property Upgrade-Landscaping Program. I understand that no work may be performed nor any contracts for work or drawings entered into by the property owners or their agents until approval of this request is received in writing from the MCRA. I further understand the Margate Community Redevelopment Agency Board has, at its sole discretion, the right to final determination for all aspects of the Property Upgrade - Landscaping Matching 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 designs and materials to be used and/or installed.

All funding is conditioned on the execution and approval of a Landscaping Grant Funding Agreement between the applicant and the Margate Community Redevelopment Agency.

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Signature of Owner

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Print Name



**Margate Community Redevelopment Agency**

**Property Upgrade - Landscape Improvement**

**Matching Grant Program Guidelines**

**What's it all about?**

The purpose of the Margate Community Redevelopment Agency's Landscaping Upgrade Grant is to assist property owners by providing grant funds that may be utilized to enhance the street visible appearance of their property. Many properties in the City of Margate were constructed/upgraded before the adoption of various City of Margate landscaping regulations. The fact that many properties were developed before the implementation of the new landscaping regulations, has left the City with commercial properties that provide for little, if any, aesthetic appeal. The MCRA's Landscaping Upgrade Grant will rectify this situation without any additional regulations, but, rather, through a voluntary upgrade of private property with this cash assistance.

**What do I need to know about the program?**

The MCRA is making available to all commercial property owners within the City of Margate Community Redevelopment Area, up to \$10,000 to assist in landscaping upgrades. The grant funds are available on a dollar-for-dollar match (for every one dollar the property owner puts in, the MCRA will put in one dollar) but cannot exceed 50% of the total cost of the project. An agreement between the property owner and the MCRA must be signed that will guarantee that any materials installed under the grant will not be removed or negatively altered, as determined by the MCRA, for five (5) years after installation, and that the property owner will maintain the landscaping improvements in accordance with the City of Margate's landscaping maintenance standards during this period. If these provisions are not met, the MCRA will have the right to request a return of any funds given to the property owner with interest. Additionally, the property owner shall not undertake any work without written approval and a Notice to Proceed signed by the MCRA. The MCRA will not reimburse an owner for work completed or already underway prior to the issuance of a Notice to Proceed from the MCRA, or work with a current permit for construction prior to a Notice to Proceed.

**When do I get the money?**

In order to insure that an individual project is undertaken, the property owner must undertake all the work and pay for all work performed. Upon completion of the project including but not limited to: installation of all landscaping and closeout of any and all

permits for the project, and payment of all costs, the owner will submit a request for payment with supporting documents. Upon review of supporting documents, the MCRA will declare the project complete and issue a check to the property owner for the matching amount allowed by the CRA-property owner agreement.

### **What is an eligible expense under the Program?**

Eligible expenses include almost all expenses associated with the installation of landscaping that meets or exceeds the City of Margate landscaping code related to the perimeter of a non-residential property that abuts a public right-of-way, and landscaping installed in order to comply with landscaping code provisions relating to interior parking lot landscaping. This may include but not be limited to: design costs, plant materials, irrigation systems and installation, permit fees, water meter installations, impact fees, and removal of asphalt.

### **What is NOT an eligible expense under the Program?**

There are several items that are not eligible expenses entitled to reimbursement under this Grant Program. The ineligible expenses include but are not limited to, the following: installation of trash receptacles, dumpster enclosures, screening or landscaping around such enclosures or screens, landscaping or masonry walls for buffering zones between non-residential and residential properties. In addition, any costs incurred before the grant agreement is approved by the MCRA is not an eligible expense (this includes any deposits or prepayments for materials or labor). In addition, in order to be an eligible expense, the property owner must be able to present cancelled checks or credit card receipts documenting the expenditure. Improvements paid for with cash, and documented with cash receipts are not eligible for reimbursement.

### **Do I have to submit everything twice if I am also applying to the MCRA's Façade Grant Program?**

The property owner will not have to submit everything twice if the property owner is also applying to the MCRA's Façade Grant Program; however, the property owner will still have to complete the application form for both programs. The applications shall be submitted together with all the required attachments as one package. Remember to include separate short narratives describing what improvements you would like to undertake under each program. Acceptance of an application to one program does not guarantee that you will be accepted under both programs.

### **When and where are applications accepted?**

The MCRA will accept applications from 9 a.m. until 5 p.m. Monday thru Friday at the MCRA Office, Margate City Hall, 5790 Margate Blvd., Margate FL 33063. Applications mailed to this address will be stamped in at 5:00 p.m. on the day they are received in the MCRA's Office at the Margate City Hall location. The MCRA will continue to accept application until all funds for the program year have been allocated.

### **What else should I know about the Program?**

It is the intent of the CRA to fund applicants on a first-come, first-served basis, however, the MCRA reserves the right, at its sole discretion, to make any final determinations as to how this program will be offered and implemented. This may include, but not be limited to: ranking of applicants, which applicants will be funded, all conditions of funding, and approval of all plans, designs and materials to be utilized. In addition, the submittal an acceptance of an application does not guarantee that your funding will be provided. Grant funding will only be provided in conjunction with an approved and executed grant agreement.

## **What do I do if I have more questions about the Program?**

Contact the Margate CRA by one of the following methods:

By telephone: (954) 935-5320

By email: [CRA@margatefl.com](mailto:CRA@margatefl.com)

By mail: The Margate CRA, 5790 Margate Blvd., Margate, FL 33063