

## **STOREFRONT RENOVATION REBATE PROGRAM**

### **PROGRAM DESCRIPTION:**

The Storefront Renovation Rebate Program (SRRP) was designed to encourage property owners and/or business tenants within the Urban County to make façade improvements and/or correct exterior code violations, which creates a more attractive and inviting building. The SRRP is available to new and established commercial businesses.

### **HOW DOES THE SRRP WORK?**

The Community Development Division realizes the value in actively working with community leaders, property owners and business tenants to reinvigorate Urban County communities. Therefore, the Community Development Division will offer rebates up to \$8,000 per building for materials and supplies for storefront improvements. The property owner or business tenant who chooses to complete the project himself or have the improvement completed by their own company shall be required to pay for all labor cost involved with the project.

Businesses located in an Improvement Target Area may receive a 40% rebate (maximum \$8,000), for qualified exterior improvements. Businesses **NOT** located in an Improvement Target Area may receive a 30% rebate (maximum \$6,000), for exterior improvements. An additional 5% rebate may be available to businesses that use green/sustainable/recycled component in the project.

**Please note: Any storefront improvements made prior to the submission of a SRRP application will not be eligible for the rebate and will not be considered part of the eligible project.**

### **ELIGIBILITY REQUIREMENTS:**

- ❑ Eligible buildings **MUST** be located within the Urban County.
- ❑ Eligible buildings **MUST** provide a commercial service and/or retail product sales.
- ❑ Individual business tenants, in a strip mall or shopping plaza, **MUST NOT** be a franchise.
- ❑ Business tenants **MUST** have written approval from the property owner for all improvements.
- ❑ Application **MUST** be pre-approved by the city.
- ❑ Eligible buildings **MUST** have the basic American with Disabilities Act (ADA) compliance as required by state law or the planned improvements will allow for compliance.
- ❑ Eligible buildings **MUST NOT** have any active code violations or the planned improvements must be used to correct the violations.
- ❑ Property owner **MUST** be financially current on all county taxes prior to submission of the application.
- ❑ **Eligible Projects:**
  - ✓ Signs
  - ✓ Awnings
  - ✓ Windows/ Doors
  - ✓ Entryways
  - ✓ Painting or Cleaning
  - ✓ Lighting
  - ✓ Parking Lots and Driveways (must be visible from the street)
  - ✓ ADA-Compliant Access
  - ✓ Exterior (visible) Code Violations
  - ✓ Landscaping (only as an addition to any of the projects listed above)

## **EXCLUSIONS**

- ❑ Franchise Business: any business that is required by contractual arrangement to maintain standardized décor, architecture, signs or similar features
- ❑ New construction
- ❑ Religious institutions
- ❑ Residential properties
- ❑ Properties owned or occupied by a public agency
- ❑ Educational institutions (public, private or charter)
- ❑ Developers or leasing agents for a strip mall or shopping plaza
- ❑ Commercial/ industrial businesses or warehouses
- ❑ **Ineligible Projects**
  - ✓ Interior Improvements
  - ✓ Roofs
  - ✓ Improvements to the rear of the building or foundations

## **GUIDELINES**

- ❑ All projects must comply with applicable City codes and ordinances, including but not limited to:
  - ✓ Building codes
  - ✓ Sign and design standards
  - ✓ Development review
- ❑ All projects must be completed within ninety (90) days
- ❑ New businesses must submit a copy of a lease agreement or proof of ownership for the property
- ❑ Only one rebate shall be awarded per building
- ❑ No more than two rebates will be awarded to per property owner or business tenant
- ❑ The County will only rebate applicants after all vendors have been **PAID IN FULL** and the project is complete
- ❑ Funds will be allocated on a first-come, first-served basis

## **Application Process:**

**ALL applicants must contact the Economic Development Director in your project's community.**

**Applications and final reports will only be accepted by the County from a city official.**

**APPLICATIONS AND FINAL REPORTS MUST BE SUBMITTED TO THE COUNTY BY US MAIL ONLY, NO EMAILS.**

Complete the application and provide:

- a) Completed W-9 for the business
  - b) Photos of the existing façade
  - c) Itemized list of work to be completed with cost estimates
- 2) City official must provide an inspection report/approval
  - 3) ~~Once an application has been reviewed and approved by the County email notification will be sent to the city official.~~  
The city official will then notify the applicant that he/she may proceed with the project.

## **Final ReportRebate Process**

- 1) After completion of the project the applicant must complete a final report and provide:
  - a) Copies of paid invoices and canceled checks (if payment is made in cash, a receipt for the cash payment is required)
  - b) Itemized list of completed work
  - c) Photos of the façade improvements
  - d) Complete Charitable Contribution form
- 2) The Community Development Division will review the final report (with related documentaion) and then forward payment to the property owner/business tenant fo eligible expences.
- 3) **Rebate checks are mailed directly from the County Auditor's office in 4-6weeks.**

**NO HANDWRITTEN APPLICATIONS OR FINAL REPORTS WILL BE ACCEPTED**



**STOREFRONT RENOVATION REBATE APPLICATION**

Community: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Applicant Information:**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

Permanent Parcel #: \_\_\_\_\_ Federal Tax I.D.#: \_\_\_\_\_

**Please attach completed W-9**

**Property Owner Information (if not applicant):**

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

**B. Proposed Project Information:**

Please indicate the improvements you plan to make:

- Signage
- Exterior Code Violations (attach citation)
- Awning/Canopy
- Windows
- Doors
- Entryway
- Lighting
- Painting or Cleaning
- Landscaping (ONLY IN ADDITION TO ANY OF THE ABOVE LISTED PROJECTS)
- Other \_\_\_\_\_

**C. Estimated cost and timeline:**

Total Estimated Cost: \_\_\_\_\_ (Total project cost not to exceed \$20,000)

**Please attach cost estimate**

Total estimated cost X 40% = \_\_\_\_\_ (if project is in an ITA)

Total estimated cost X 30% = \_\_\_\_\_ (if project is NOT in an ITA)

Recycled/Green/ Sustainable X 5% = \_\_\_\_\_

**TOTAL ESTIMATED REBATE = \_\_\_\_\_ (provide documentation)**

Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

**Project must be completed within 3 months.**

**Certification by Applicant:**

The applicant certifies that all information given in this application is true and complete to the best of the applicant's knowledge. The applicant pledges to complete the project in the manner described in order to receive the rebate from the Cuyahoga County Storefront Renovation Rebate Program. The applicant also acknowledges that no rebate funds will be awarded prior to the completion of the project.

The Department of Development reserves the right to verify any information given in support of this application and pledges that the information will be used for no other purpose than the administration of the Storefront Renovation Rebate Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**If the applicant is not the property owner, the property owner or organization executive must complete this section:**

As property owner of the building located at \_\_\_\_\_ in \_\_\_\_\_, Ohio, I authorize \_\_\_\_\_ to sign and enter into this agreement to arrange for the renovation of the business property. (A statement of this authority must be provided with this application.)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

**Attachments:**

- \_\_\_\_\_ Color Photo of the existing condition
- \_\_\_\_\_ City's inspection
- \_\_\_\_\_ Cost Estimate
- \_\_\_\_\_ Completed and signed W-9
- \_\_\_\_\_ Documentation of recycled/green/sustainable component

**For City Use Only**

Does the property have any code violations?:  Yes  No (attach copy of city's inspection)

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
City Official's Name Printed

\_\_\_\_\_  
Phone Number

**For Department of Development Only**

Property Taxes on this Property are attached as:  Current  Delinquent

**This application has been approved by:**

\_\_\_\_\_  
DOD Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Development Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Department of Development

\_\_\_\_\_  
Date

