

**CITY OF ZEPHYRHILLS, FLORIDA  
FAÇADE IMPROVEMENT MATCHING GRANT  
PROGRAM GUIDELINES**

**INTRODUCTION AND PURPOSE**

The purpose of the Façade and Interior Improvement Matching Grant Program is to address certain areas of physical decline by providing funds for property owners of residential properties to repair and rehabilitate the exterior of buildings that are contributing structures within the Zephyrhills Historic District.

This program provides matching grants for the repair and restoration of facades and to make eligible repairs particularly that correct any code deficiencies and/or improve the appearance of buildings located within the Historic District. It is an incremental approach to continue the redevelopment efforts by improving the appearance of contributing structures.

The Façade Matching Grant Program grew out of concepts presented at the Historical Preservation Board appointed by the Zephyrhills City Council in January 2001 by Ordinance No. 774-01. The Façade Matching Grant Program was developed in response to the need identified at the Historical Preservation Board for additional funding to encourage improvement and rehabilitation historic buildings in the historic district. The City of Zephyrhills **does not** directly, indirectly or contingently obligate itself to make any appropriations of any kind or pledge any form of taxation to support this program.

The following guidelines provide the procedures for the administration of the Façade Improvement Matching Grant Program.

**TYPES OF ASSISTANCE**

Assistance shall be provided to eligible property owners located in the Historic District for the purpose of rehabilitating or restoring the principle façade or correcting code deficiencies in existing buildings. Prior to the city committing funding for an eligible project, the property owner must provide evidence to the City that any match to complete the project has been secured. Assistance provided by the city shall be as follows:

**Façade Improvement Matching Grant**

The Façade Improvement Matching Grant Program shall provide assistance primarily for rehabilitating or restoring the principal façade and/or for correcting code deficiencies of eligible residential buildings. Matching grants, up to \$5,000 per building, will be provided to assist eligible property owners with up to 50% of the project costs required to complete rehabilitation of the principle façade and/or correct identified code violations including structural and safety issues.

In addition to the principal façade work may include side elevations when visible from the street, *or necessary treatments such as pest control*. Other eligible expenses include painting, awnings, canopies, balconies, roof reconstruction or repair, screening or work to correct building code deficiencies. Architectural and engineering fees, if included as a part of the approved rehabilitation or restoration project, shall be an eligible expense.

**GENERAL PROGRAM REQUIREMENTS**

Assistance provided under this program shall be subject to the following conditions:

- (1) Projects must be located within the boundaries of the Historic District and must be a contributing structure.
- (2) Assistance shall be limited to one grant per building per fiscal year. The maximum grant award shall be \$5,000 for all approved work. It is recommended that a prospective applicant should contact Todd Vande Berg at (813)780-0006 to check on availability of funding.
- (3) Funds shall be awarded on a first come, first served basis, except that preference shall be given to those applicants who have not received prior funding under this program.
- (4) Funds shall be disbursed on a reimbursable basis. Assisted property owners must provide documentation of project expenditures, including copies of canceled checks and contractor invoice or vendor receipt. The city will pay up to 50% of eligible project expenses submitted on each request for reimbursement. Requests for reimbursement may be submitted upon completion of the project, quarterly, or monthly.
- (5) Projects must be approved by the Historical Preservation Board established by the city and must be completed within nine (9) months of approval. One extension for an additional six (6) months may be granted for, but not limited to, delays caused by acts or neglect by the city or any contractor employed by the city, fires, floods, labor disputes, epidemics, extremely abnormal weather conditions, such as hurricanes or tornadoes, or acts of God.
- (6) The recipient of any monies provided under this program shall not discriminate on the basis of race, creed, religion, color, age, sex, marital or family status, national origin or handicap conditions in the lease, use or occupancy of any building funded hereunder.

## **APPLICATION AND SELECTION CRITERIA**

Property owners whose property is located in the Historic District may apply for funding by submitting a written application on the approved application form. Such applications shall include the following information:

- (a) Name and address of applicant;
- (b) Purpose of which the funds are requested;
- (c) Location and legal description of property for which assistance is requested;
- (d) Estimated cost of proposed improvements.

### **Determination of Eligibility**

The Historic Preservation Board shall review the application and provide its recommendation for approval or disapproval. Approval shall be made on a first-come, first-served based on, but not limited to, the use of the following criteria:

- (a) Project meets the criteria for façade rehabilitation or for the correction of identified code violations and meets all federal, state and local regulations and policies;
- (b) Building Official must inspect and approve that other structural features are up to Code;
- (c) If funding is requesting for a residential building that is located in the

designated Historic District and is a contributing structure, project must meet federal, state and local standards and architectural guidelines for rehabilitation and restoration of historic properties.

## **PROCESSING FOR ASSISTANCE**

This section sets forth an outline of the policies and procedures for preparing, processing and approving an application for Façade Improvement Matching Grant Assistance.

1. Distribute, receive and review an Application for a Historic District “Certificate of Appropriateness” form which provides a conceptual description of the proposed project.
2. Hold a conference in which the eligibility requirements of the Application for a Historic District “Certificate of Appropriateness” is discussed. This conference includes:
  - a. Interviewing and advising prospective applicants on the design and objectives of the Façade Improvement Matching Grant Program;
  - b. Advising prospective applicants on the availability and benefits of façade improvement matching grant assistance;
  - c. Advising prospective applicants of the eligibility criteria and other specific conditions for the provision of façade improvement matching grant assistance; and
  - d. Providing technical assistance to help formalize scope of project and select architects, engineers and or contractors.
3. Take full application for the proposed project. Applications should include:
  - a. Photograph and diagram of the property, showing the relationship of the building to the surrounding properties, streets, and avenues.

## APPLICATION FOR A HISTORIC DISTRICT "CERTIFICATE OF APPROPRIATENESS"

By staff: Application # \_\_\_\_\_ Contributing: Yes / No Date Submitted: \_\_\_\_\_

*(Applicant, Please provide information between the double lines)*

Property Address or Location: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Name & Company (if different): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

App. Contact Info: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Property: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Public or Other \_\_\_\_\_

### PROPOSED RESTORATION / RENOVATIONS / REPAIRS / RELOCATION / ETC:

- |  |   |
|--|---|
| <input type="checkbox"/> Exterior Walls<br><input type="checkbox"/> Exterior Doors<br><input type="checkbox"/> Windows<br><input type="checkbox"/> Porches<br><input type="checkbox"/> Awnings or Canopies<br><input type="checkbox"/> Fencing<br><input type="checkbox"/> Exterior Painting & Color Changes<br><input type="checkbox"/> Roofing | <input type="checkbox"/> Signage<br><input type="checkbox"/> Lighting<br><input type="checkbox"/> New Main Building or Addition to Existing Building<br><input type="checkbox"/> New Accessory Bldg. (garage, carport, shed)<br><input type="checkbox"/> New deck, ramp, patio, etc.<br><input type="checkbox"/> Building, Demolition or Relocation<br><input type="checkbox"/> General Repairs (describe below)<br><input type="checkbox"/> Other (describe below) |
|--|---|

Detailed description of proposed work: (attach other sheets if necessary) \_\_\_\_\_

The Historic Preservation Board requires that the following information **MUST** be included with an application prior to the application being accepted by staff:

- Detailed Plans, including a site plan and elevation(s);
- Color and material samples;
- Manufacturer's sales literature;
- Photographs; and
- Any other supporting documentation to show that the proposed work is consistent with the adopted Department of Interior Standards.

\_\_\_\_\_  
SIGNATURE OF THE OWNER and/or APPLICANT  
(Applicant do NOT write BELOW this line)

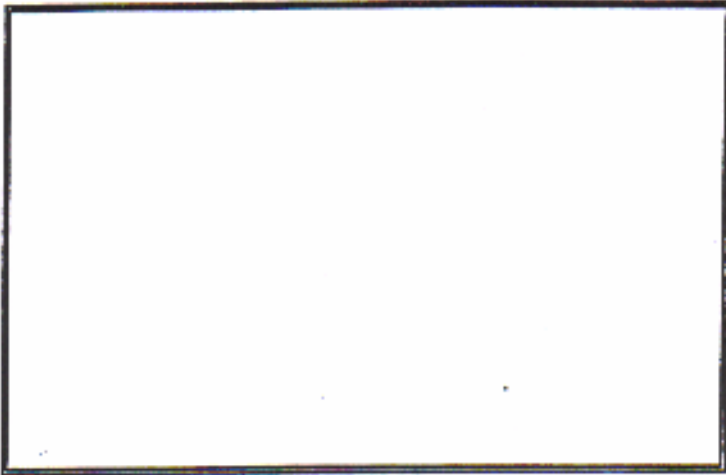

**ACTION TAKEN:** Date: \_\_\_\_\_

By Staff: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

By HPB: Approved \_\_\_\_\_ Approved with modifications noted below\* and/or on attached sheets  
Denied \_\_\_\_\_

\* HPB Condition(s) of Approval: \_\_\_\_\_

**CITY OF ZEPHYRHILLS  
FACADE IMPROVEMENT MATCHING GRANT APPLICATION**

|   |                            |   |
|---|----------------------------|---|
| <b>SECTION I. Legal Description of Property</b>   |                            |   |
| A. Folio Number   | B. Map Subdivison          | C. Block Number   |
| D. Lot(s)   |                            |   |
| E. Current Zoning   | F. Proposed Zoning         | Assessed Value<br>\$  |
| <b>SECTION II. Ownership</b>  |                            |   |
| A. Owner's Name(s)  |                            |   |
| Street Address  |                            | City, State, Zip  |
| <b>Section III. Photograph and Diagram</b>  |                            |   |
|    |                            | <p>Diagram the location of the property/<br/>building in relation to the block showing<br/>surrounding streets and avenues</p>  |
| <b>SECTION IV. Building Structure Survey</b>  |                            |   |
| A. Building/Structure Street Address  |                            |   |
| B. Number of Floors   | C. Approximate Square Feet |   |
| D. Does Building/Structure Maintain Original Facade? <input type="checkbox"/> Yes <input type="checkbox"/> No. If No, describe apparent change in space |                            |   |
|   |                            |   |
|   |                            |   |
|   |                            |   |

3. Exterior Materials: Check appropriate box(es)

a.  brick b.  painted brick c.  stucco d.  wood e.  other:(specify) \_\_\_\_\_

F. Did building/Structure Ever Have a Canopy?  Yes  No.

If yes, is there a canopy on the Building/structure now?  Yes  No.

If yes, describe the current condition:  No Work Needed  Substantial Work Needed  Extensive Work Needed

G. Building/Structure Openings: Indicate appropriate number in space provided.

|                  | Windows | Doors |
|------------------|---------|-------|
| Number of        | _____   | _____ |
| Approximate size | _____   | _____ |
| Repair           | _____   | _____ |
| Replace          | _____   | _____ |

H. Current Use of Building/Structure: 1.  Occupied;  Office,  Retail,  Restaurant 2.  Storage Use  
3.  Vacant

I. Cost Calculations:

1. Cleaning Total Square Feet \_\_\_\_\_ x Cost/Sq.Ft. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

2. Cleaning Total Square Feet \_\_\_\_\_ x Cost/Sq.Ft. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

3. Canopy Total Length \_\_\_\_\_ x Cost/L.Ft. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

4. Windows Number \_\_\_\_\_ x Cost/Unit \$ \_\_\_\_\_ = \$ \_\_\_\_\_

5. Doors Number \_\_\_\_\_ x Cost/Unit \$ \_\_\_\_\_ = \$ \_\_\_\_\_

6. Painting Total Square Feet \_\_\_\_\_ x Cost/Sq.Ft. \$ \_\_\_\_\_ = \$ \_\_\_\_\_

7. Other, Specity Number \_\_\_\_\_ x Cost/Unit \$ \_\_\_\_\_ = \$ \_\_\_\_\_

8. Estimated Total Costs..... = \$ \_\_\_\_\_

Completed By \_\_\_\_\_

Date \_\_\_\_\_