

2011 Storefront Renovation Rebate Program

APPLICATION PROCESS:

Business or property owners must complete a Storefront Renovation Rebate application with city official.

City officials:

- ✓ Determines if applicant is eligible for the program.
- ✓ Completes an inspection of the property to determine if any code violations exist and that the project meets city codes and guidelines.
- ✓ Assist business or property owner with completing the application and the contract.
- ✓ Submits application along with all supporting documentation and the contract to the Department of Development

The Department of Development will then submit the application and contract to the County Board of Control for approval and signature of the County Executive.

Once the application has been approved or denied by the County Board of Control, staff from the Department of Development will notify the city official. At time, if the application was approved, the application can begin the project.

Submission of the application and contract is not a guarantee of approval. If the applicant moves forward with the project prior to approval it is at his/her own risk.

Any changes to the project (contractor, scope of work, completion date, etc.) must have approval by the County prior to the applicant making the change. Changes not approved by the County may not be eligible for reimbursement.

After the completion of the project the business or property owner completes a Storefront Renovation Rebate Final report with the city official.

City official:

- ✓ Verifies that all work is complete and any code violations have been corrected.
- ✓ Review all invoices and proof of payment for accuracy.
- ✓ Submits final report along with all supporting documentation to the Department of Development

A rebate check will be mailed directly to the applicant from the County's Fiscal Officer after the Department of Development has completed its final review of the project and the documentation submitted.

PLEASE NO HANDWRITTEN APPLICATIONS OR FINAL REPORTS