

# APPLICATION

CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY  
PALATKA MAIN STREET COMMUNITY REDEVELOPMENT AREA  
BUILDING IMPROVEMENT GRANT (BIG) PROGRAM

## APPLICANT AND BUSINESS INFORMATION

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Type of Business, Service, or Art: \_\_\_\_\_

Zoning: \_\_\_\_\_

Use is in compliance: \_\_\_\_\_ Use in not in compliance: \_\_\_\_\_

Planner/Reviewer and Date: \_\_\_\_\_

Building Permits: \_\_\_\_\_

Building Permit(s) will be needed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what permits will be required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Official/Reviewer and Date: \_\_\_\_\_

Are there any liens or existing Code violations on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, briefly explain (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

PROJECT FINANCING INFORMATION

Total Project Cost: \$ \_\_\_\_\_

Attach at least two bids from a licensed contractor

Bid One

Contractor Name: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Bid Two

Contractor Name: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Amount of Grant Funds Requested: \$ \_\_\_\_\_

How will applicant's portion of the project be financed?

(Verification of funding sources will be required before final approval of the grant application.) (Attach additional sheets if necessary)

---

---

---

---



**City Building Department Inspection**

(Upon completion of Project)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Required: \_\_\_ Yes \_\_\_ No    Project signed off \_\_\_ Yes \_\_\_ No

\_\_\_\_\_  
Chief Building Official

\_\_\_\_\_  
Date

## ADDITIONAL SUBMISSIONS (required)

1. At least four 4X6 color photographs of the existing building exterior and appropriate interior showing all sides of the structure, with emphasis on the area to be improved.
2. Renderings or conceptual drawings of the project at completion, including, as appropriate:
  - Detailed plans and/or elevations
  - Color renderings and specifications
  - Paint descriptions and samples including which to be used where
  - Fabric color, style, and samples
3. Two bids from a licensed contractor detailing the following:
  - Description of the materials to be used
  - Description of the construction procedures
  - Itemized cost estimate of the project
4. A legal description of the property.
5. Proof of property ownership (deed) or, if a tenant, a copy of the lease.
6. Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage.
7. Occupancy permit and occupational license
8. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency.
9. Documentation indicating that all property tax payments are current.
10. Proof of property insurance.

11. If Applicant intends to include the costs of improvements complete on the subject property within the twelve months preceding this Application as part of the "Total Project Cost", documentation pertaining to the costs, construction and permitting of those improvements must be provided.

CERTIFICATION

Please read the following and sign below. **All owners, authorized corporate officers, or partners must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided.

The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Name (print) \_\_\_\_\_ Name (print) \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
(Property Owner) \_\_\_\_\_ and/or (if Applicable, Tenant)  
\_\_\_\_\_, of (street address)  
\_\_\_\_\_

\_\_\_\_\_  
City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program, The Community Redevelopment Agency, and/or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s)'s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Co-Owner Signature (if applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

---

Tenant's Signature (If applicable)

---

Witness

---

Print

---

Co-Tenant's Signature (If applicable)

---

Witness

---

Please Print