



**APPLICATION FOR EAST MIRAMAR  
COMMERCIAL REHABILITATION  
PROGRAM**

Economic Development & Revitalization Department  
2200 Civic Center Place  
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## **APPLICATION FOR EAST MIRAMAR COMMERCIAL REHABILITATION PROGRAM**

### **SECTION 1: INTRODUCTION**

#### **East Miramar Property/Business Owner:**

The City is pleased to offer this commercial rehabilitation program to you as part of its ongoing commitment to the success of the City's most established commercial area. This opportunity is available to all owners of developed commercial properties located in the Program Target Area (see map attached).

#### **How it works:**

Federal government money, provided directly to the City, funds this program which helps commercial property owners that are located in the Program Target Area to supplement the cost of improving the condition of their properties. For eligible projects (see program requirements & guidelines), the City is able to provide technical and financial assistance for the activities associated with the program.

#### **Getting started:**

To begin, we encourage you to read the following program information to gain a fuller understanding of participation. When you are ready, please contact the City's Economic Development & Revitalization Department at the phone number listed above to arrange an appointment with a City staff member to discuss program details and your specific needs.

Thank you for your interest and we look forward to assisting you.



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**SECTION 2: MAP OF PROJECT AREA**



**Legend**

	Program Target Area		Major Road
	Parcel		Street

May 2006



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### SECTION 3: PROGRAM REQUIREMENTS & GUIDELINES

#### A. Eligibility

- ❖ Location: the project must be located within the Program Target Area (*see map*).
- ❖ The owner of the property must be the applicant.
- ❖ Covered Improvements: exterior building facade. May include signs and light fixtures attached to the building. (*New construction does not qualify*).
- ❖ The project must receive City Commission approval, before the owner applies to the City for project funding.
- ❖ The applicant must agree to comply with all Federal Rules and Regulations, City of Miramar ordinances, and Florida Building Code requirements.

#### B. Funding

- ❖ A funding application must be completed by the applicant and processed and approved by the City.
- ❖ The City's funds can only pay for the covered improvements noted above.
- ❖ The cost of architectural design services is to be paid by the applicant. The amount paid by the applicant will be counted toward the applicant's contribution to the project.



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**SECTION 4: SEVEN STEP PROCESS**

<b>7 Step Process</b>
The program consists of a 7-step process for each eligible project:
1.) Develop a Rehabilitation Plan for City consideration
2.) Prepare construction drawings for City review
3.) Apply to the City for project funding
4.) Select a qualified contractor
5.) Apply for a building permit
6.) Begin construction
7.) Complete construction/Project close

**Step 1: Rehabilitation Plan Application**

**Submittal**

An appointment must be made with a city staff member in order to submit an application. At that time, we discuss program details, your specific needs, and review the application for completeness. (*Costs: application fee of \$267.50 and a legal cost recovery deposit of \$300.00. due the day of submittal.*)

**Review**

After submitting the proposed rehabilitation plan, the City’s review period begins. At this point, staff identifies all of the issues that the applicant needs to address before the plan can be recommended for approval. Please note that this usually requires plan changes, which triggers additional consultant work and staff review. Because of this and the uniqueness of each property, the time needed to finalize the review will vary. To help this go as smoothly as possible, applicants are encouraged to maintain regular contact with the City staff (including meeting attendance).

**City Action**

The City Commission has the sole authority to approve the plan, which it considers at one of its regularly scheduled public hearings. City staff will attend the meeting and the applicants are welcome to attend.



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### **Step 2: Construction Drawings**

At this stage, the applicant's project design consultant develops and submits construction drawings for staff review. This review is to ensure that the drawings are consistent with the approved Rehabilitation Plan and complies with Florida Building code standards. The Rehabilitation Plan is then used to solicit construction proposals from qualified contractors (step 4).

### **Step 3: Project Funding Application**

Working with staff, the applicant completes an application for project funding. This can be done at the same time as completing step 2 and is approved before a building permit is issued.

### **Step 4: Contractor Selection**

Once the construction drawings are approved by the building department, City staff notifies qualified contractors of the project and opportunity to bid on the job. Interested contractors receive the necessary documents and submit a cost estimate by a specified due date. Staff and the applicant then review the proposals and award the job. A pre-construction meeting will be scheduled.

### **Step 5: Building Permit Application**

The selected contractor is responsible for submitting a building permit application to the City. The City's Building Division reviews it and, if complete and compliant with the Florida Building code, issues a permit.

### **Step 6: Construction Begins**

As construction progresses, the contractor submits periodic invoices for review and approval by the City and the property owner. Payment of invoices is done in accordance with procedures and a schedule agreed upon by the contractor, City, and property owner.

### **Step 7: Construction Complete/Project Close**

The project will be considered completed when the owner has obtained a Certificate of Occupancy or upon final inspection by the Building Division and payment of final invoice to the contractor, indicating the owner's approval of the project.



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**SECTION 5: APPLICATION FORM**

**INSTRUCTIONS:** Please print or type all information accurately and completely.

**DEVELOPMENT/PROJECT NAME:**

**Address:**

**Legal Description** *(attach separate sheet if necessary):*

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**Project Narrative** *(use separate sheet if necessary)*

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**Current Use(s) of Property:**

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**Proposed Use(s) of Property:**

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<b>PROPERTY OWNER NAME:</b>		<b>PROPERTY OWNER SIGNATURE:</b>	
<b>Address:</b>			
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<input type="checkbox"/> <b>Proof of Ownership (Submit Warranty Deed/Tax Record)</b>			
<b>NOTARIZATION</b>			
<b>STATE OF FLORIDA/COUNTY OF</b>			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			

<b>AGENT'S NAME (if different from Owner):</b>		<b>AGENT'S SIGNATURE:</b>	
<b>Address:</b>			
<b>Telephone:</b>	<b>Fax:</b>	<b>E-mail:</b>	
<b>NOTARIZATION</b>			
<b>STATE OF FLORIDA/COUNTY OF</b>			
The foregoing instrument was acknowledged before me this ____ day of _____, _____, by _____			
<u>(Signature of Notary Public - State of Florida)</u>			
<u>(Print, Type, or Stamp Commissioned Name of Notary Public)</u>			
Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____			



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**TENANT ACKNOWLEDGEMENT**  
*(Not applicable to owner-operators, this indicates tenant(s) know(s) about this application)*

Business Name	Owner Name(s)	Owner signature(s)	Phone Number

**PROPOSED REHABILITATION PLAN *(Required Information)***

3 sets of a signed & sealed site plan @ 24" X 36" dimensions. These sets must include:

- ❖ Current survey (within 1 year of submittal date)
- ❖ Site plan showing existing & proposed site conditions (building locations & setbacks; parking & loading; landscaping; signs; lighting; trash disposal; fences & walls) & zoning requirements/standards (required setbacks; permitted height; required parking & loading; building, impervious, & pervious coverage calculations)
- ❖ Architectural drawings showing existing & proposed building elevations; any roof-mounted equipment; accessory structures (dumpster enclosures, storage buildings, fences/walls); freestanding signs. Elevations shall include heights, dimensions, color & material designations, light fixtures, signs, awnings, canopies, etc.



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**ATTACH/SUBMIT PHOTOGRAPHS**

*Attach separate sheet if necessary.*