



# Community Redevelopment Agency Application Checklist



## Step 1: Application Checklist (Attachments):

Please read and initial beside each application requirement. Applicants must apply to the CRA staff for initial review. At that time the application must include:

- A) \_\_\_ Photograph(s) of the property showing the area(s) for improvement.
- B) \_\_\_ Scope of Work including conceptual design drawing(s) and/or site plan of the proposed improvements. If the site plan or application request includes landscaping, the landscaping must be a species and variety of native plants that are drought tolerant, require little irrigation and are known to withstand the environmental conditions present at the subject site.
- C) \_\_\_ Two (2) bids from licensed contractors. Bids must be typed and contain the following information: contractor's license number, name, address and phone number. Handwritten and unsigned bids will not be accepted.
- D) \_\_\_ If the proposed project is a tenant improvement, a copy of the signed lease agreement must be provided.
- E) \_\_\_ If applicable, a copy of a valid Business Tax Receipt.
- F) \_\_\_ The CRA Investment Program Application, signed by the property owner.
- G) \_\_\_ Schedule a meeting with a CRA Program Manager to determine that the initial review of the project will follow and abide by applicable codes and regulations, subject to final review during the building permit process.

## Step 2: Acknowledgments (Please initial indicating your understanding):

- H) \_\_\_ Application(s) shall be initially reviewed by CRA staff within ten (10) business days of submittal. If additional information is required from applicant to finalize the application, additional time will be required for approval process.
- I) \_\_\_ The application must be signed by the property owner authorizing the proposed improvements.
- J) \_\_\_ Upon approval by the CRA Board, the applicant and/or property owner will be required to execute the Program Agreement.
- K) \_\_\_ Program funds are reimbursed, with appropriate paperwork, at the completion of the project.



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- L)  A Federal W-9 form must be provided for financial documentation and reimbursement purposes.
- M)  All program-funded improvements must commence within the time frame provided with the Program Agreement. Any request for modification of the Program Agreement must be submitted not less than 60 days prior to the program expiration to be considered by the CRA Board and all agreed upon modifications must be set forth in writing.
- N)  I fully understand the Program Reimbursement Requirements and Procedures as described below:
- Upon receipt of the executed Program Agreement, CRA staff will request a Purchase Order, which will allow for an account to be set up for reimbursement purposes. A Purchase Order will be mailed or emailed to the address provided in the Program Agreement. The issuance of a Purchase Order may take up to four (4) weeks.
  - All disbursements of program funds shall be made as a lump sum payment pending full completion of the project as described in the Program Agreement.
  - Upon completion of the project, the submission for reimbursement of program funds must be submitted in writing to the CRA and contain the following information: name as provided in the Program Agreement, address, reimbursement amount, Purchase Order number, Certificate of Occupancy or Certificate of Completion (if applicable), and documentation establishing payment by the applicant of the total cost of all applicable improvements (all receipts, invoices, canceled checks, release of liens and any other documents the CRA may require as proof of payment).
  - The CRA will review the reimbursement request within ten (10) business days of submittal of the required documentation. If all documentation is completed and deemed acceptable by County, a check will be disbursed to applicant within thirty (30) days of the payment request.



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I attest that the information in this application is true and correct. I have read completely and understand the program, including the application guidelines and reimbursement process.

\_\_\_\_\_

Date \_\_\_\_\_

**Applicant (signature)**

\_\_\_\_\_

**Applicant Name (print)**

I authorize the improvements as stated in this application:

\_\_\_\_\_

Date \_\_\_\_\_

**Property Owner (signature)**

\_\_\_\_\_

**Property Owner Name (print)**

**Please complete form(s) and drop off at the Administration building during normal business hours or email it directly to Noehmi Felix at [nfelix@martin.fl.us](mailto:nfelix@martin.fl.us)**

**Administration Building:**

Noehmi Felix  
2401 SE Monterey Road  
Stuart, FL 34997  
Monday thru Friday: 8AM – 4PM  
Office: 772-221-2487