



Community Redevelopment Agency Investment Program Application Process



1. The applicant receives an Investment Program application from the Martin County Office of Community Development, or the county website.
2. The applicant submits the completed application package to the Program Manager in charge of the CRA area in which the project is located. The completed application package must include the following:
 - a. Completed application form,
 - b. Proof of ownership of the property,
 - c. Copy of signed lease (if applicable),
 - d. Scope of work proposed,
 - e. "Before" photographs of the areas to be improved,
 - f. Any other items as set forth on the Application or the Application Checklist.
3. The application is initially reviewed by CRA staff for completeness, accuracy and consistency with the Land Development Regulations and the Community Redevelopment Plan.
4. The applicant meets with CRA staff to discuss the project, scope of work, etc.
5. Staff presents the project to the CRA Board, and the CRA Board recommends approval or denial based upon the guidelines, program criteria and the project's appropriateness and impact.
6. If approved, the applicant and the CRA shall enter into a program agreement to specify the obligation of the applicant for reimbursement.
7. For approved applications, after any site or remodeling plans have been reviewed and approved by County staff, the applicant submits any permit applications to the County for approval, and upon issuance of a permit, completes the improvements according to County rules and regulations. The applicant is responsible for all building and other permits along with all fees associated with the proposed project.
8. For the duration of the construction of the improvements, the applicant will post a sign (to be provided by the CRA) which indicates that the project is supported by the CRA.
9. Upon completion of the improvements, final inspection by the County, and issuance of a certificate of occupancy or certificate of completion (if applicable) is provided, the applicant submits a "reimbursement package" to the County which includes the following:
 - a. Completed reimbursement form (provided by the County),
 - b. Copies of applicable invoices or receipts,
 - c. Proof of payment for improvements (which must be at least as much as the amount indicated in the application),
 - d. Copies of all permits,
 - e. Photos of improvements (before and after).



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10. The County reviews the reimbursement package and if it is found to be complete, the applicant will receive a reimbursement in the amount set forth in the program agreement.
11. If the project is not completed, has not passed final inspection, or has not received its certificate of occupancy or certificate of completion (if applicable) within one (1) year from the effective date of the program agreement, the reimbursement award shall expire, and the applicant shall not be provided with a reimbursement.

PROGRAM SELECTION CRITERIA

The following selection criteria will be used to review applications for the CRA Investment Programs.

1. **QUALITY OF SITE DESIGN AND MATERIALS:**

Extent to which the proposed project promotes the unique character of the CRA area and promotes conformity with neighboring structures through the implementation of the Land Development Regulations and the use of urban design principles, site design, architecture, materials, color, landscaping, and other visual and physical amenities. Does this project promote consistency in design and create a fresh and aesthetically pleasing environment? Will this project include appropriate exterior rehabilitation of a building and bring it up to code?

2. **STREETSCAPE APPEARANCE AND FUNCTIONALITY:**

Extent to which the proposed project enhances and improves the aesthetics of the streetscape, including the addition or enhancement of display windows, awnings, landscaping, and architectural features such as arcades, balconies and porches, the use of materials, color, signage or other amenities.

3. **HISTORIC PRESERVATION AND MATERIALS:**

Extent to which the proposed project promotes the historic character of the neighborhood through historic preservation, adaptive re-use of historic structures, site design, architecture, materials, landscaping, and other visual and physical amenities.

4. **TRAFFIC AND PEDESTRIAN SAFETY:**

Extent to which the proposed project promotes ease of mobility, traffic, bicycle and pedestrian safety, creates defensible space between traffic and pedestrians, and enhances parking, handicapped accessibility and sidewalk facilities.

5. **REMOVAL OF SLUM OR BLIGHT AND POSITIVE IMPACT TO THE NEIGHBORHOOD:**

Extent to which the proposed project upgrades substandard structures, eliminates non-conforming uses, or corrects recurring code violations. Will this project visually impact the block and streetscape and eliminate blight? Will this project reduce the perception of crime? Will the project help to reverse the deterioration of commercial structures in the area? Will the project stimulate new, private investment and economic growth?