



Chipley Redevelopment Agency

P.O. Box 457 – 672 5th Street – Chipley, FL 32428
850.638.4157 – Fax: 850.638.8770 – chris@washcomall.com

RESIDENTIAL IMPROVEMENT GRANT PROGRAM APPLICATION

Grant No. _____-202_ (ver.1.0)

This application, along with all required information should be submitted to:

Chris MacBlain, Admin. Asst.
Chipley Redevelopment Agency
P.O. Box 457
Chipley, FL 32482

The CRA reviews will be conducted at the next regularly scheduled meeting after receipt of application. This application and all attachments to it constitute public records. Call 850.638.4157, if you have any questions about **Residential Improvement Grant Program**.

I. APPLICANT

A. Name: _____

B. Address: _____

C. Telephone: Work _____ Fax _____ Home _____

D. Contact Person: _____

II. PROPOSED PROJECT

A. Residential Address: _____

Parcel # _____

B. Is the project within the CRA project area? ___ Yes ___ No

C. Does this property have a mortgage lien? ___ Yes ___ No

If "yes", name of lienholder: _____

Balance owed on mortgage: _____

D. Is the property insured? ___ Yes ___ No

Property Checklist (submit with this completed application):

- Proof of ownership (Deed, etc.)
- Proof of liability/property insurance
- Proof of property tax payment
- Documentation identifying any loans/mortgages on the property are current and in good standing

E. Are there any code enforcement fines/liens assessed against the property?
_____ Yes _____ No

F. Project General description. Please provide the following:

- (1) Color photographs clearly showing existing condition of the proposed improvements, neighboring buildings, and rear entrances. Historic photos, if available.
- (2) Paint color samples for all colors planned.
- (3) Awning fabric and color sample.
- (4) Attach site plan and/or sketch plans and specifications detailing the scope of work.
- (5) Three (3) quotes are required. **Licensed & Insured Contractors - Quotes to include Insurance Certificate and business license. If Residence Owner acts as his own Contractor, proof of his liability Insurance will be required as well as Owner/Builder Permit Affidavit.**

G. Cost of Required Structural/Code Improvements, **if any** (attach itemized list and cost estimates).

H. Total cost of residential improvements (attach itemized list (scope of work) and cost estimates)

I. Dollar amount requested: \$_____ (\$1,500 maximum per approved project)

J. Applicant cost/match (**minimum 25% of Dollar amount approved**): \$_____

I. Percent of total financial commitment by applicant (Total cost less requested CRA funds) for Building Exterior Improvement Program _____%

III. SATISFACTION OF GRANT CRITERIA

Explain in written detail on a separate sheet how your proposal meets each one of the listed criteria set forth in the Special Improvement Residential Grant Guidelines. By filing this application, **the Applicant agrees and understands that this grant is given at the sole discretion of the CRA** and these criteria are used solely to evaluate Applicant's project and do not create an entitlement to funding. In addition, any grant funding award is on the established point system basis. Application funding shall be in accordance with the established **Residential Improvement Grant Program** Criteria, CRA Design Guidelines.

CERTIFICATION

Applicant hereby certifies, under penalty of perjury, that all information provided is complete, current, accurate, and truthful and that Applicant has read and understands all Grant Guidelines as outlined in Exhibit "A" to this Application.

x _____
GRANTEE Signature (Property Owner)

Print (Property Owner)

x _____
GRANTEE Signature (Property Owner)

Print (Property Owner)

**CHIPLEY REDEVELOPMENT AGENCY
By:**

x _____
GRANTOR - Ted Everett, CRA Director

Funding Criteria Used to Evaluate Application

The CRA will evaluate all improvements as presented with the application. The decision of the CRA on whether or not to fund an applicant's project, and how much funding is appropriate, will be made by the CRA. The FIVE (5) criteria listed below (and other reasonable considerations as deemed appropriate by the CRA) will be used to evaluate the application.

Please complete each section (use extra paper if necessary).

1. Extent to which the proposal will upgrade and/or repair the existing aesthetic condition of the building exterior or correct inconsistencies with the surrounding properties:

2. Scope of renovation and/or repairs: _____

4. Is the building renter occupied? Please provide contact information:

5. If multiple applications have been submitted, please use this space to rank each application by priority and/or need. *(For example, if you have two separate buildings needing work, with one to correct a broken window or door and the other for outside painting, then the broken door or window might be ranked a higher priority.)*

Priority Rank _____

TOTAL POINT EARNED: _____

EXHIBIT A GRANT GUIDELINES

1. CRA Grants are provided to assist property owners within the redevelopment district to improve their properties and eliminate blight in the community. CRA grants are not intended to fully fund all of a property's improvement needs but rather to provide additional assistance to encourage property owners within the district to repair and maintain their properties.
2. CRA Grants are funded through property taxes collected on properties within the district and are entirely public funds.
3. In order to encourage owners to take an active role in improving and maintaining their properties, CRA Grants are provided on a 75% funding/25% property owner match basis. This means that in order to receive full funding of a particular grant, the total amount of work on the project (per grant) must meet or exceed 125% of the grant amount.
 - a. For example, for grants with a value of \$10,000.00, in order for an applicant to receive the full \$10,000.00 grant funding, the total expenses for the project must be equal to or greater than \$12,500.00.
 - b. For projects that do not exceed 125% of the grant amount, funding will be provided on a reduced basis. For example, on a \$10,000.00 Building Improvement Grant where a property owner has \$10,000.00 in repairs slated, the amount of the awarded grant would be only \$7,500.00.
4. An applicant may also meet the grant match requirements through additional work projects being performed on the property so long as those projects were not started prior to the CRA awarding the grant, and subject to final approval by the CRA Board. CRA staff will verify the eligibility of other projects for the match requirements.
5. The applicant/property owner must agree to the recording of the Grant Agreement at the applicant's expense.
6. CRA grant recipients must agree to maintain the project and all improvements to the property for a period of 5 years from the date of the Grant Agreement. In the event that the improvements are modified by the applicant/property owner, or the property is transferred to another individual or corporation by any means, the applicant/property owner must repay the CRA in accordance with the recapture and forgiveness provisions of the Grant Agreement.
7. While certain demolition expenses may be eligible for reimbursement under certain grants, such as commercial improvement grants, CRA grants are not available to private property owners for the purposes of **demolition of structures**.
8. In order to best meet the needs of the community and to ensure that adequate funding is available to as many owners as possible, CRA Grant awards are capped at the aggregate total of all grants available to a particular property at the time of the specific award, and for a period of five (5) years from an award. This means that a property could be eligible for more than one type of grant offered by the CRA more than one time in a five-year period, but never in an amount exceeding the total of all grants available to that property. **Not all properties will be eligible for every Grant offered.**
 - a. As an example, if at the time of an initial award, the total of all grants available to a particular property is \$28,000.00, with the following grants available:
 - A Business Building Interior Grant for \$12,000.00
 - A Business Building Exterior Grant for \$10,000.00
 - A Business Building Infrastructure Grant for \$3,000.00
 - A Permit/Impact Fee Grant for \$3,000.00
 1. The property owner/applicant could receive a Building Interior Grant for \$12,000.00 for plumbing renovations in year one, and in year two could receive another Building Interior Grant for \$12,000.00 for electrical renovations, and in year three could receive a Building Exterior Improvement Grant for roof improvements **but would be capped at \$4,000.00** rather than receiving the full grant award of \$10,000.00. The property owner would not be eligible for another grant until after five (5) years from the date of the award in year one.

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2. As each grant award reaches the end of its five-year maintenance/forgiveness lifespan, the property then becomes eligible again, subject to the aggregate cap at the time of the next award.
9. There is no lifetime limit on how many awards a particular property or property owner may receive.

Chipley CRA Boundary



CONTRACTORS WHO HAVE DONE WORK IN THE CRA
(as of 5.2.2018)

This list is provided merely for the convenience of the applicant. The CRA does not endorse any particular contractor nor guarantee the quality of their work.

AWNINGS

Awnings Unlimited, Inc.
584 East Saunders Road
Dothan, AL 36301
334.794.7933

Canvas Products of Dothan, Inc.
P.O. Box 1053 - 209 Southgate Road
Dothan, AL 36302
334.793.4451

Dothan Awning Company, Inc.
106 E. Franklin Street
Dothan, AL 36301
334.790.2188

Thurlow Aluminum
(850) 352-2897

CONCRETE

Andrews Concrete & Hauling LLC
47426 Happy Hill Road
Ebro, FL 32437
850.814.2977

ELECTRICAL / LIGHTING

Hasty Heating & Cooling
1050 Main St.
Chipley, FL 32428
850-299-4052

Joey Middlebrooks Electrical
Middlebrooks Brothers, Inc.
305 E. Iowa Avenue
Bonifay, FL 32425
850.258.1482

Newsome Electric LLC
1180 Williams Road
Chipley, FL 32428
850.638.0414

FLOOR COVERINGS

David Moss
Moss Floor Coverings & Blinds
1427 Gainer Rd
Chipley, FL 32428
850-638-0064
Fax: 850-638-2400
Email: david@mosscustomflooring.com
www.mosscustomflooring.com

HEATING & COOLING

Hasty Heating & Cooling
1050 Main St
Chipley, FL 32428-2300
(850-299-4052

HomeTown Heating & Cooling
Trae Jordan
2088-A Kent Road
Chipley, FL 32428
850.326.1365

GENERAL CONTRACTOR

Nick Dillard Construction, LLC
1129 Pine Bluff Drive
Chipley, FL 32428
850-326-6975

James Guy Construction
3183 Woodymarion Drive
Chipley, FL 32428
850.258.5856

Danny Finch
Finch Fire-N-Water Construction
P.O. Box 443
Chipley, FL 32428
850.415.1109

Danny W. Spears
119 Benchoff Rd
Graceville Florida 32440
License Number: RG0043089

H.I.S. Company
1238 Coggin Ave
Chipley, FL 32428
850-260-9830

GLASS

Marianna Glass
4878 Blue Springs Highway - Ste. A
Marianna, FL 32446
850.482.4200

OVERHEAD DOORS

Overhead Door Professional Services, Inc.
503 W. Hwy. 390
Lynn Haven, FL 32444
850.265.0506

PAINTING

Ancil Bryant
4072 Dorch Circle
Vernon, FL 32462
850.849.3002

Moore Co.
P.O. Box 1020
Bonifay, FL 32425
850.547.9511

PARKING LOT PAINTING/MARKINGS

L & B LLC
1593 Brickyard Road
Chipley, FL 32428
850.638.6999

RESIDENTIAL/COMMERCIAL SERVICE & REPAIR

Panhandle Home Service & Repair
P.O. Box 383
Wausau, FL 32463
Office: (850) 638-5000
Cell: (850) 258-2037
Cell: (850) 596-5123
Fax: (850) 638-8333
panhandleservice@bellsouth.net
www.panhandleservice.com

SIDING

Panhandle Siding Co.
Gene Carr Roofing Co.
904.638.4252
Lic. RC0066834

SIGNS

Graphic Signs & Designs
P.O. Box 504
Chipley, FL 32428
850.638.1234

Sims Signs
201 W. Pennsylvania Ave.
P.O. Box 686
Bonifay, FL 32425

Bell Signs LLC
1200 Arnoldware Drive
Panama City, 32401
850.763.1184

Dick Whatley Sign Service
401 Alice Drive
Headland, AL 36345

STUCCO

Southern Style Stucco
Mike Walker
850.258.8146 cell

ROOFING

Ruby J. Hodges
Roofing Contractor
539 2nd St.
Chipley, FL 32428
850.638.4071

Commercial Roofing, Inc.
P.O. Box 20068
Tallahassee, FL 32316
850.567.3664 Cell

Vincent Jones Roofing, Inc.
447 South Central Drive - Suite A
Ft. Walton Beach, FL 32547
850.596.3657

Johnson Roofing Solutions, LLC
5139 Peanut Road
Graceville, FL 32440
658-4341

After Recording Return To:
Chipley Redevelopment Agency
P.O. Box 457
Chipley, FL 32482



Chipley Redevelopment Agency

P.O. Box 457 – 672 5th Street – Chipley, FL 32428
850.638.4157 – Fax: 850.638.8770 – chris@washcomall.com

RESIDENTIAL IMPROVEMENT GRANT PROGRAM AGREEMENT

THIS GRANT AGREEMENT, is entered into this ____ day of _____ 202__ between the City of Chipley & the Chipley Redevelopment Agency (GRANTOR) and _____ (GRANTEE). This Grant Agreement is Grant Number -202__ with the purpose of providing funds for residential improvements in accordance with the criteria of the **Residential Improvement Grant Program** and the associated application for Funds up to \$1,500.

1.0 PARTIES:

The parties and their respective addresses for the purposes of this Agreement are:

(a) Chipley Redevelopment Agency
P.O. Box 457
Chipley, FL 32428

(a) _____ Parcel # _____
Property Owner Name
_____ Email _____
Owner Mailing Address

Building Address _____

The grant manager of the GRANTOR is Chris MacBlain, Admin. Asst., telephone 850.638.4157, fax 850.638.8770. The contact for the GRANTEE is _____, telephone 850._____. All approvals referenced in this Agreement must be obtained in writing from the grant manager and/or contact or their respective designees. Either party may change its grant manager and/or contact at any time by written notice to the other.

2.0 NOTICES:

All notices between the parties shall be by either **telephone, fax or certified mail/return receipt requested**, delivered to the address of the parties as set forth in section 1.0 above.

3.0 **TERM:**

The term of this Agreement shall commence upon approval and continue until _____ (120 days hence). Requests for extension of the grant period must be in writing and for a period not to exceed 90 days. Extensions are subject to the same terms and conditions set forth in the initial Agreement. Only one extension of the grant period will be permitted, unless failure to satisfy the Agreement is due to events beyond the control of the GRANTEE. Only project costs approved on or after the effective date of the Agreement and on or prior to the termination date of the Agreement are eligible for grant funds.

4.0 **PROPERTY:**

The GRANTEE is the owner of the real property more particularly described in Exhibit "A" attached hereto and by this reference made a part hereof ("the Property") with an address of _____.

5.0 **GRANT REQUIREMENTS & SCOPE OF WORK:**

(a) **PERFORMANCE MEASURES/MEASURABLE OUTCOMES**

All funds awarded by the GRANTOR for the proposed improvement renovation **shall be for completed work after approval of application**, according to the approved project application dated _____, which is incorporated into this Agreement by reference. Grant funds shall be used in accordance with the proposed application, and CRA requirements. Grant funds may not be used for city, county or state permits where required. Specific grant requirements shall include the following, incorporated herein, ***Residential Improvement Grant Program Funding Criteria*** information sheets.

(b) **CONTRACTOR, BUILDING & ZONING REQUIREMENTS**

The GRANTEE and/or any contractor hired by the GRANTEE, shall be required to provide information to the GRANTOR, in accordance with CRA requirements, such as **copies of insurance coverage limits, contractors licenses, and other required certifications as needed**. All work shall be completed according to the Washington County Building and City of Chipley Planning & Zoning requirements. The following requirements for Grant Application submittal are: (1) All project work is to be discussed by building owner with the Washington County Building Dept. to determine if permits (building, electrical, plumbing, etc.) will be necessary for their project; and (2) If a permit is required, a copy of the permit must be submitted with the application. **Contact Information: Washington County Building Department** - 1331 South Blvd. Suite 214 - Chipley, FL 32428 - Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m. - Phone: (850) 638-6195 - Fax: (850) 638-6304. **If requesting Zoning change: City of Chipley Planning & Zoning** - 1442 Jackson Avenue - Chipley, FL 32428 - Mailing Address: P.O. Box 1007 - Chipley, FL 32428 - Phone: 850-638-6350 - Fax: 850-638-6318 - Hours Monday - Friday: 7:30 a.m. - 4:30 p.m. All work shall be completed according to the City of Chipley Building and Zoning requirements. In addition, all work shall adhere to the CRA and City of Chipley Design Guidelines.

(c) **AWNINGS**

All awnings must be in accordance to the City of Chipley Development Design Guidelines, and

the CRA Guidelines. ***Awnings will not be approved which include lettering and/or numbering.***

(d) MAINTENANCE OF RENOVATIONS AND IMPROVEMENTS

For the term of this Agreement, the GRANTEE shall be responsible to maintain all renovations associated with this Agreement, which shall include but is not limited to cleaning and repair in the event of normal wear and tear or damage. Nothing in this Agreement shall be construed to relieve the GRANTEE or his/her successors from complying with any and all City Codes related to property maintenance either during or following the term of this Agreement.

(e) INCOMPLETE RENOVATIONS

The GRANTEE shall be responsible for any and all costs for renovations in the event they are not completed by the designated date shown in section 5.0 Payments.

In the event that any CRA funds are advanced and the required work is not completed, the property owner shall be responsible for repayment of funds advanced for the incomplete work. Required work shall be described as being that work funded by the CRA. Repayment must be made in full within 90 days of the completion date shown in section 5.0 Payments. In the event repayment is not accomplished, the property will be liened for the amount in question. The GRANTOR shall have the sole authority to determine what portion of the grant monies will be required for repayment and what components of the project shall be designated as incomplete. Repayment amounts will be based on remaining costs credited towards the completed work.

(f) AUDIT AND RECORDS

The GRANTEE shall retain and maintain all records associated with the special residential improvements, including records of all payments made by the GRANTEE in connection with the Grant for a period of one year after termination of the grant period. Records shall include, but are not limited to, vouchers, bills, invoices, requests for payment and other supporting documentation which sufficiently and properly reflect all program costs expended in the performance of this Grant Agreement. Copies of these documents must be submitted to the GRANTOR during the renovation period upon request. All changes must be consistent with the original quotes submitted by the GRANTEE in the application process in order to receive final payment for the Grant. These quotes are on file with the GRANTOR.

6.0 PAYMENTS:

This Grant Agreement shall be for up to the total amount of **\$1,500** on a 25% owner match/75% CRA basis. Any other owner costs associated with this project but not covered by this grant, will be considered in calculating the 25% owner responsibility. The initial payment of one-half the approved Grant amount to be paid to the GRANTEE within two weeks of execution of this Agreement, from the CRA. All payments shall be in accordance with the Residential Improvement Grant Program application submitted by the GRANTEE. All renovation work, according to the application, shall be completed by the _____ day of _____, 202____, (120 days from Agreement Execution).

A "Notice to Proceed" will be issued within two days of execution of this Agreement. Payment of the remainder of the Grant shall be completed after the following:

- (a) submittal of all bills or invoices which have been paid in advance by the GRANTEE which are required as proof of payments to the contractor by the GRANTEE;
- (b) activities and inspections related to any building permits issued by the Washington County and/or the City of Chipley must be completed;
- (c) all renovations must be completed in accordance with the GRANTEE's application as approved;
- (d) An amount equal to **25%** of the approved amount up to **\$1,500 (\$375)** will be deducted from final payments as the owner's responsibility.

7.0 RECAPTURE:

The GRANTEE must maintain all project improvements on the property for a period of five (5) years from the date of this Agreement. If the property shall be transferred or sold or if the Grantee shall die within the period of five (5) years immediately following the date of this Agreement, GRANTEE/GRANTEE'S estate shall pay to the CRA that percent of said financial assistance provided to GRANTEE under the grant program to be determined as follows:

<u>IF PROJECT IMPROVEMENTS ARE ABANDONED OR MODIFIED OR PROPERTY IS SOLD OR TRANSFERRED OR IF OWNER SHOULD DIE DURING:</u>	<u>PERCENT OF FINANCIAL ASSISTANCE TO BE REPAID TO CRA:</u>
1 st Year	100%
1-2 Years	80%
2-3 Years	60%
3-4 Years	40%
4-5 Years	20%
After 5 Years	0%

THE GRANTEE UNDERSTANDS AND AGREES THAT THIS INSTRUMENT SHALL PLACE A LIEN UPON GRANTEE'S PROPERTY DESCRIBED HEREIN ABOVE AND THIS AGREEMENT SHALL BE BINDING UPON THE HEIRS, DEVISES, SUCCESSORS AND ASSIGN OF THE GRANTEE.

8.0 TERMINATION:

The **GRANTOR** may terminate the Agreement due to the failure of the **GRANTEE** to fulfill its obligation under the Agreement in a timely or satisfactory manner. Satisfaction of obligation by the GRANTEE will be determined solely by the GRANTOR. The GRANTOR must provide the GRANTEE a written notice of default. The GRANTEE will have fifteen (15) calendar days to cure the default, unless it is determined by the GRANTOR that it is necessary that the default be cured immediately. If the default is not cured by the GRANTEE within the stated period of time, the GRANTOR has the option to terminate this Agreement. The termination shall be effective upon no less than 24 hours notice delivered in the manner set forth in Section 2.0. In the event of termination of this Agreement, the GRANTEE will be compensated for any work satisfactorily completed prior to notification of termination. Determination of work satisfactorily completed shall be at the sole discretion of the GRANTOR. If any payment is due the GRANTEE, said payment shall be made by the GRANTOR within 90 days of such determination.

9.0 GENERAL CONDITIONS:

- (a) **LIABILITY.**

(1) **The GRANTOR shall not** assume any liability for the acts, omissions to act or negligence of the GRANTEE, its agents, servants or employees; nor shall the GRANTEE from any activities conducted by the GRANTEE or its agent.

(2) **The GRANTEE shall** be responsible for all work performed and all expenses incurred exclude liability for its own acts, omissions to act or negligence to the GRANTOR. In addition, the GRANTEE hereby agrees to be responsible for any injury or property damage resulting in connection with the project which are over and above the Grant amounts. The GRANTEE may subcontract with vendors for services as set forth in this agreement, the Criteria, and the Application requirements.

- (b) **GOVERNING LAW.** This Agreement shall be governed by laws of the State of Florida. Any and all litigation arising under this Agreement shall be brought exclusively in the appropriate court in Washington County, Florida.
- (c) **MODIFICATION.** This writing contains the entire Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is authorized to alter any of the terms of this Agreement, unless done in writing and signed by the GRANTEE or their designee and the GRANTOR's designee.
- (d) **APPLICABLE LAWS.** GRANTEE agrees to comply with all applicable federal, state and local laws related to the execution of the program described in this Agreement.
- (e) **ENFORCEABILITY.** If any term or provision of the Agreement is found to be illegal and unenforceable, the remainder of the Agreement will remain in full force and effect.
- (f) **ATTORNEY FEES.** Unless authorized by law and agreed to in writing by the GRANTOR, the GRANTOR will not be liable to pay attorney fees, interest, or cost of collection associated with renovations undertaken per this agreement.
- (g) **DUPLICATE ORIGINALS.** This Grant Agreement is executed in duplicate signature page originals.
- (h) **GRANT DURATION.** Notwithstanding paragraph 3.0, the provisions of this Grant Agreement shall be effective for a period of five (5) years from the date of execution.
- (i) **GRANT LIMITATIONS.** Not all applications will be awarded a grant.
- (j) **INDEMNIFICATION.** Indemnification by Grantee. The Grantee hereby covenants and agrees to indemnify and hold harmless the CRA and the City of Chipley from and against all liability, losses, or damages, including attorneys' fees and costs, at both the trial and appellate levels, which the CRA and the City of Chipley may suffer as a result of claims, demands, suits, causes of actions, or proceedings of any kind or nature arising out of, relating to, or resulting from the performance or non-performance of this Agreement by the Grantee or its employees, agents, servants, partners, principals, or subcontractors. The Grantee shall pay all claims and losses and shall investigate and defend (with legal counsel acceptable to CRA) all claims, suits, or actions of any kind or nature in the name of the CRA, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees and costs which may issue. The Grantee expressly understands and agrees that any insurance required by this Agreement or otherwise provided by the Grantee shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the CRA and the Related Parties. Nothing contained in this Agreement shall be construed to affect the CRA and the City of Chipley's rights of sovereign immunity as provided in Chapter 768, Florida Statutes. Additionally, the CRA and the City of Chipley does not waive sovereign immunity, and no claim or award against the CRA or the City of Chipley shall include attorney's fees, investigative costs, or pre-

judgment interest.

[15]

The undersigned GRANTEE agrees to the requirements and completion date of this Agreement, and the Special Improvement Grant Program's criteria and application standards.

X _____
GRANTEE Signature (Property Owner)

Print (Property Owner)

X _____
GRANTEE Signature (Property Owner)

Print (Property Owner)

CHIPLEY REDEVELOPMENT AGENCY
By:

X _____
GRANTOR - Ted Everett, CRA Director

CRA Grant Checklist Residential Improvement Program Grants

1. Grant Agreement Date is the same as the date grant document is approved by CRA Board _____
2. All Contact Information Complete _____
3. Grant Requirements & Scope of Work discussed with Bldg. Dept. (Dana Whipple - 638.6195)
Date: _____
4. Work Completion date is 120 days from first grant payment. _____
5. Notice to Proceed Completed _____
6. Grantee Property Owner Signature _____
 Grantor Signature _____
7. Submittal Requirements
 - 7.1 Permits (list type(s)) _____
 - 7.1.1 Washington County Building Dept. Review _____
 - 7.2 Application _____
 - 7.3 Scope of Work _____
 - 7.4 Photos _____
 - 7.5 Color Samples (if required) _____
 - 7.6 Site Plan _____
 - 7.7 Notarized Permission Letter from Property Owner to Tenant _____
 - 7.8 Licensed Contractor Bids & Insurance Certificates - (P = Preferred)

 - 7.9 City of Chipley Letter of Compliance / *Zoning Changes Only* _____
 - 7.10 Submittal Format Type (Paper / Digital / Thumb Drive) _____
 - 7.11 Pg. 2 - Estimate of Project Cost \$ _____

Pg. 2 - Dollar Amount Requested \$ _____

Pg. 2 - 25% Applicant Cost \$ _____

7.12 Does this property have a mortgage lien? Yes No
If "yes", name of lienholder: _____

Balance owed on mortgage: _____

7.13. Is the property insured? Yes No

7.14 Proof of ownership (Deed, etc.)

7.15 Proof of liability/property insurance

7.16 Proof of property tax payment

7.17 Documentation identifying any loans/mortgages on the property are current and in good standing

7.18. Are there any code enforcement fines/liens assessed against the property?
 Yes No

8. Grantee Property Owner Signature _____

Grantor Signature _____

Property Owner Date

Building Inspector Date

Building Address

Questions & Comments:

Chris MacBlain
Chipley Redevelopment Agency
P.O. Box 457
Chipley, FL 32428
850.638.4157

**EXHIBIT A
LEGAL DESCRIPTION**

[19]

**EXHIBIT B
SCOPE OF WORK**