



PINELLAS COUNTY
Community Redevelopment Agency
Program Guidelines for Lealman Community Redevelopment Area (CRA)
Non-Residential Improvement & Demolition Program

OVERVIEW

The purpose of the Non-Residential Improvement & Demolition Program is to provide matching grants that will accelerate and leverage private investment as a way to improve the appearance, condition, and functionality of existing non-residential buildings in the Lealman CRA, or to assist in the removal of substandard structures when the cost to renovate is not feasible. Properties must be located in the Lealman CRA (see Appendix A for map). These guidelines are designed to assist with determining an applicant's eligibility for the program. All information used to make the decision must be supported by written documentation. When the standard documentation does not provide enough information staff will request additional supporting documentation and written explanations to document with the grant package.

GRANT FUND AMOUNTS

Grants will be provided using the following schedule below:

LEALMAN CRA IMPROVEMENT PROGRAM	
Grant Type	Eligible Amount
Non-Residential	\$1,000 - \$20,000
Demolition	\$1,000 - \$10,000

PROPERTY ELIGIBILITY

Non-Residential Improvement Program - All structurally sound, properly permitted buildings with an existing non-residential use located in the Joe's Creek Industrial District or along the following commercial corridors within the Lealman CRA boundary are eligible:

- 49th Street North
- 54th Avenue North
- 34th Street North
- Haines Road
- 28th Street North

Demolition Program – Any non-residential/commercial site within the Lealman CRA where there is substandard or deteriorated structure or part thereof. The structure must be functionally obsolete or economically unfeasible to repair, as determined solely by Pinellas County.



APPLICANT ELIGIBILITY

A person or corporation having ownership or leasehold rights in an eligible building site are eligible to apply. Leasehold applicants are required to obtain written and notarized approval from the owner prior to submission of an application. Applicants must be able to demonstrate (with assistance provided by County staff):

- Ownership of the property (or notarized written approval from property owner)
- The property must be located in Lealman CRA of Pinellas County.
- The applicant(s) must be current on all property taxes.
- The property must not have any outstanding liens or Code Enforcement violations.¹
- Verify the property is not in foreclosure.
- If the applicant has received an Improvement grant in the last five years, they are not eligible for additional grant assistance.

METHOD OF DETERMING GRANT AWARD AMOUNT

The amount of funds provided to an eligible project shall be determined based upon a review of the activities proposed in the application. If any health and safety issues are identified on the property, grant funds must be used to address them as part of the approved scope of work.

Non-Residential Improvement Program - Funds are available on a ***first-come, first-serve*** basis to program participants. Eligible applicants may receive a ***reimbursement*** grant equivalent to fifty percent (50%) of the cost of approved improvements up to a maximum of twenty thousand dollars (\$20,000.00) with a minimum of one thousand dollars (\$1,000.00). Those buildings abutting two public rights-of-way and/or located on a corner having two sides facing a right-of-way are considered to have two facades and may qualify for up to five thousand dollars (\$5,000.00) in additional matching funds. Applicants must demonstrate a need for the additional funds that directly relates to having dual frontage/two facades. Applicant's matching dollars may consist of only improvements approved as part of this single grant application and must be contracted for and completed within the established period of performance of the grant. There is a limit of one (1) funded application every five years, per eligible applicant. If an applicant owns multiple businesses in the Lealman CRA they may apply be eligible for each additional business so long as they are located on separate sites.

Demolition Program - Funds are available on a ***first-come, first-serve*** basis to eligible program participants. Eligible applicants may receive a ***reimbursement*** grant up to ten thousand dollars (\$10,000) for the cost of demolition and clearance of a site. The minimum demolition grant is one thousand dollars (\$1,000.00). The structure must be functionally obsolete or economically unfeasible to repair, as determined solely by Pinellas County.

¹ Properties with limited Code Enforcement/Utility liens made be considered on a case-by-case basis.



ELIGIBLE & INELIGIBLE GRANT ACTIVITIES

Non-Residential Improvement Program – Eligible Improvements

- ADA improvements (interior and exterior)
- Architectural, building permit and engineering fees (not to exceed 10% of total funding request)
- Awnings/canopies/shutters (repair or new)
- Demolition of obsolete structures necessary for interior or exterior expansion
- Electronic security systems (exterior metal roll down gates, window bars are ineligible)
- Energy efficiency improvements (window upgrades, insulation, hot water heater, HVAC systems)
- Exterior painting, re-siding and/or cleaning
- Exterior doors & windows
- Exterior signage, including wall, window, hanging, and monument signs advertising the business name and identity (repair or new)
- Flood-proofing and wind hardening of building
- Masonry repairs
- Plumbing and electrical
- Remediation of environmental contamination on the interior or exterior of the building such as lead, asbestos or petroleum
- Repair/replacement of deteriorated building materials (plywood, metal, stucco, etc.)
- Restoration of significant architectural details or removal of materials that cover said architectural details
- Roof replacement or repairs
- Room/space reconfiguration, wall relocations
- Site improvement features such as landscaping, fencing, parking lots, walkways/sidewalks, lighting, dumpster enclosures and buffer walls provided such features do not collectively exceed more than 25 percent of the eligible project costs
- Stormwater / drainage improvements
- Structure stabilization (repair/replacement of foundations, footers, load bearing walls, roofing systems)

Non-Residential Improvement Program – Ineligible Improvements

- Work performed by an unlicensed contractor
- Improvements completed or in progress prior to approval of the grant application
- Installation of aluminum or vinyl siding
- New building construction (additions to existing structures are permitted)
- Reducing or enclosing existing storefront windows
- Improvements to buildings and site improvements constructed within the last 5 years
- Exterior security systems (including metal roll down gates, window bars)
- Routine maintenance
- Improvements to buildings solely used for single-family residences

*Adult businesses are not eligible for grant funds.



**Activities not listed can be proposed for consideration on a case-by-case basis as determined by CRA Director.

APPLICATION PROCESS

An application for the Non-residential Improvement and Demolition Program must be submitted and approved prior to commencing work. Any expenses incurred prior to an approved application are ineligible. Applications can be found at <http://www.pinellascounty.org/cra/lealman> and submitted electronically by emailing LealmanCRA@pinellascounty.org or via hand delivery to the Lealman Exchange, located at 5175 45th St. N., St. Petersburg 33714. Hand-delivered applications will be time and date stamped by the Office Specialist and forwarded to the Program Manager. The Program Manager will review the following to determine applicant eligibility:

- Ownership of the property
- The property is located in Lealman CRA.
- The applicant(s) must be current on all property taxes.
- The property must not have any outstanding liens or Code Enforcement violations.²
- Verify the property is not in foreclosure.
- 3 separate construction estimates of the work to be performed.
- Confirmation applicant has not received a Non-residential Improvement grant within the last five years.

If the applicant is denied services for any reason during the review process, the Program Manager shall send a letter informing the applicant of the reason why the application for assistance was rejected.

If the above criteria have been met, the Program Manager shall forward a copy of the application to CRA Manager for comments within 5 days. Once comments are received and any comments addressed, the Program Manager will prepare a file for the client.

Projects will be awarded grant funding on a first-come, first-qualified basis until grant funds are depleted. Applicant will not receive funding until the project has been inspected and issued a Certificate of Occupancy by the County, applicable.

Successful applicants must sign an Acceptance of Program Guidelines and Grant Conditions Agreement Grant Agreement, and further understand that all work included in the approved scope of work must be completed within 90 days of signing the agreement. If additional time is needed due to the specific work performed, the applicant may apply for a time-only extension to be reviewed by the County.

² Properties with limited Code Enforcement/Utility liens made be considered on a case-by-case basis.



REQUIRED DOCUMENTATION

Items listed below are to be submitted together either electronically to LealmanCRA@pinellascounty.org or to the Lealman Exchange, located at 5175 45th St. N., St. Petersburg, FL 33714. Pinellas County staff will assist where possible with collecting the information below throughout the application process.

- Completed and signed application form
- Signed Acceptance of Program Guidelines and Grant Conditions agreement
- Detailed cost estimates of work by input (labor, materials, etc.) and project component (signage, landscaping, painting, carpentry, etc.)
- Zoning clearance as provided by Pinellas County Zoning Department
- Confirmation that mortgage, property insurance and property tax payments are current and in good standing.
- Documentation of property ownership or written consent from property owner or authorized representative of the company giving permission to conduct the identified improvements.
- Legal description and survey of project site, if applicable.
- Form W-9 Request for Taxpayer Identification Number and Certification
- Use must be consistent with the County's land development regulations
- Digital photographs of existing conditions of the project site, as requested
- Written description of project improvements
- Sketches or conceptual drawings of improvements that will be funded by the Grant, as applicable.

Failure to provide required information will delay the review and/or approval process. Any exception to the policies contained in these guidelines must be approved in writing by CRA staff.