



2017 Business Incentive Rebate Program

Economic Development Funds Available: \$20,000

Purpose

The City of Milford recognizes the value of actively working with property owners and businesses to reinvigorate different areas of the City by assisting business owners with façade improvements and the correction of exterior code violations. These improvements lead to revitalized commercial areas, elimination of blight and enhanced livability of surrounding neighborhoods.

Target Area:

1. Commercial properties in the B-2 and OMO zoning district
2. Commercial properties zoned B-3, B-5, O, and L-I (See map. Properties with a PD overlay are ineligible.)

Availability of Funds:

- Business located in a Target Area may receive up to a 50% rebate (maximum rebate amount is \$5,000)
- Nonconforming signs brought into compliance with the zoning ordinance may receive up to a 50% rebate (maximum rebate amount is \$1,000)
- New businesses locating in the City may receive up to a 50% rebate for signage (maximum rebate amount is \$500)
- Funds are allocated on a first come, first served basis.

Eligibility Requirements:

- Business must provide a professional service, commercial service and/or sell a retail product.
- Individual business tenant may be located in a strip mall or shopping center but CAN NOT be a franchisee, or licensee, or equivalent.
- Business tenant must have written approval from the property owner for all improvements.
- Building must not have active code violations or the planned improvements must correct the violations.
- Property owner and/or business owner must be financially current on all city taxes and utility bills prior to submittal of application.
- Rehabilitation of building façade must be visible from the street facing the building.

Eligible Projects:

- Non-conforming signs being brought into compliance with the zoning ordinance
- New business signage
- Awnings
- Windows/Doors
- Entryways
- Lighting
- Exterior painting or cleaning
- ADA compliant access
- Exterior (visible) code violations
- HVAC Equipment
- Parking lot improvements visible from the street, that include: landscape buffers, landscape islands*, pervious pavers, seal-coating and restriping. *Applicant may be eligible for storm water credits if improvements result in a reduction of impervious surface area.
- Alternative Energy solutions such as solar power and wind turbines.
- Interior improvements that are permanently affixed to the building (non removable) such as: life safety upgrades (sprinklers, fire alarm systems, fire suppression, fire doors), utility related (heating, air conditioning, plumbing, electrical)

Ineligible Projects:

- Roofs
- Improvements to the rear or foundation of the building
- Security Systems

Exclusions

- Franchise Business: A business owned or operated by an entity under the terms of a contract, as a franchisee, licensee, or other substantially similar agreement with a larger entity, regardless of whether an individual can purchase and/or operate such business to his/her own standards and specifications, to the extent that the individual is required to maintain standardized décor, architecture, signs or similar features. Examples: restaurants, stores, gas stations, and auto dealerships.
- Chain Business: A business that cannot be purchased by an individual, but can be managed by an individual under the authority of a multi-unit entity. Examples: banks, hotels, grocery and department stores.
- New construction
- Religious Institutions
- Residential Properties
- Educational Institutions

General Conditions

- Any improvements made prior to submission and approval of the application is ineligible.
- All projects must be completed within one-hundred, eighty (180) days of approval.
- Applicants must submit a copy of a lease agreement or proof of property ownership.

- Applicants who choose to complete the project themselves or have the project completed by their own contractor will be required to pay for all labor costs associated with the project.
- Developer's fees and fees to draw up construction documents are ineligible project costs.
- Applicant will be responsible for costs exceeding estimated project budget
- Only one rebate shall be awarded per building or business in the calendar year.
- The city will only rebate applicants after the project is complete and all vendors have been paid in full.

Application Process

1. A complete application must include:
 - a. W-9
 - b. Itemized list of work to be completed with 2 cost estimates
 - c. Photos of the existing façade.
2. Once the application has been reviewed and approved by the City Manager, the applicant will be notified that he/she may proceed with the project.

Rebate Process

Under no circumstances will a rebate be disbursed prior to the completion and final review of the project. All completed work must be reviewed and approved for compliance with city building and zoning requirements.

In order to receive the rebate, the applicant must include the following paperwork:

1. Copies of paid invoices and canceled checks (if payment is made in cash, a cash receipt is required)
2. Itemized list of completed work.
3. Photos of the completed façade improvements.

Rebate checks will be mailed directly to the applicant in approximately four (4) weeks from the date of submittal of the paperwork listed above.

CITY OF MILFORD
2017 Business Incentive Rebate Program
Application

Date: _____

Applicant Information:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone #: _____

Email: _____

Applicant is the:

Property Owner

Business Owner

Business Information:

Business Name: _____

Business Address: _____

Business Phone #: _____

Email: _____

Website: _____

Parcel #: _____

Federal Tax ID#: _____

Project Information:

Please provide a description of the proposed improvements, photos, and include 2 contractor estimates

Project Start Date: _____

Project Completion Date: _____

Total Estimated Project Cost: _____

Certification By Applicant:

The applicant certifies that all information in this application is true and complete to the best of the applicant's knowledge and belief. The applicant pledges to complete the project the manner described in order to receive the rebate from the City of Milford Business Incentive Rebate Program. The applicant acknowledges that no funds will be released prior to the completion of the project and that no funds will be released for any work completed prior to the contract approval.

Applicant Signature

Date

Certification By Property Owner:

If the applicant is not the property owner, the property owner must complete this section:

As the property owner I hereby authorize the above mentioned applicant to enter into an agreement with the City of Milford to make improvements to the building listed in this application.

Property Owner's Signature

Date

Property Owner's Printed Name

Address/Zip

For City Use Only

Does the property have any building or zoning violations? Yes No
Is the applicant current on local taxes and utility bills? Yes No

Finance Director

Chief Building Official

Zoning Administrator

This application has been approved/denied for the total rebate amount of \$ _____ upon project completion and verification.

City Manager

Date

Reason for denial: _____

Site Visit Completed On: _____