



City of Sand City Residential and Commercial Repair Program

The City of Sand City is pleased to announce the availability of financial assistance to eligible participants to repair homes, apartment buildings and apartments and the visible front of businesses within commercial areas throughout the City.

The Residential and Commercial Repair Program is an economic development incentive that assists owners and merchants to maintain the livability and safety of residences and to keep storefronts looking attractive and inviting.

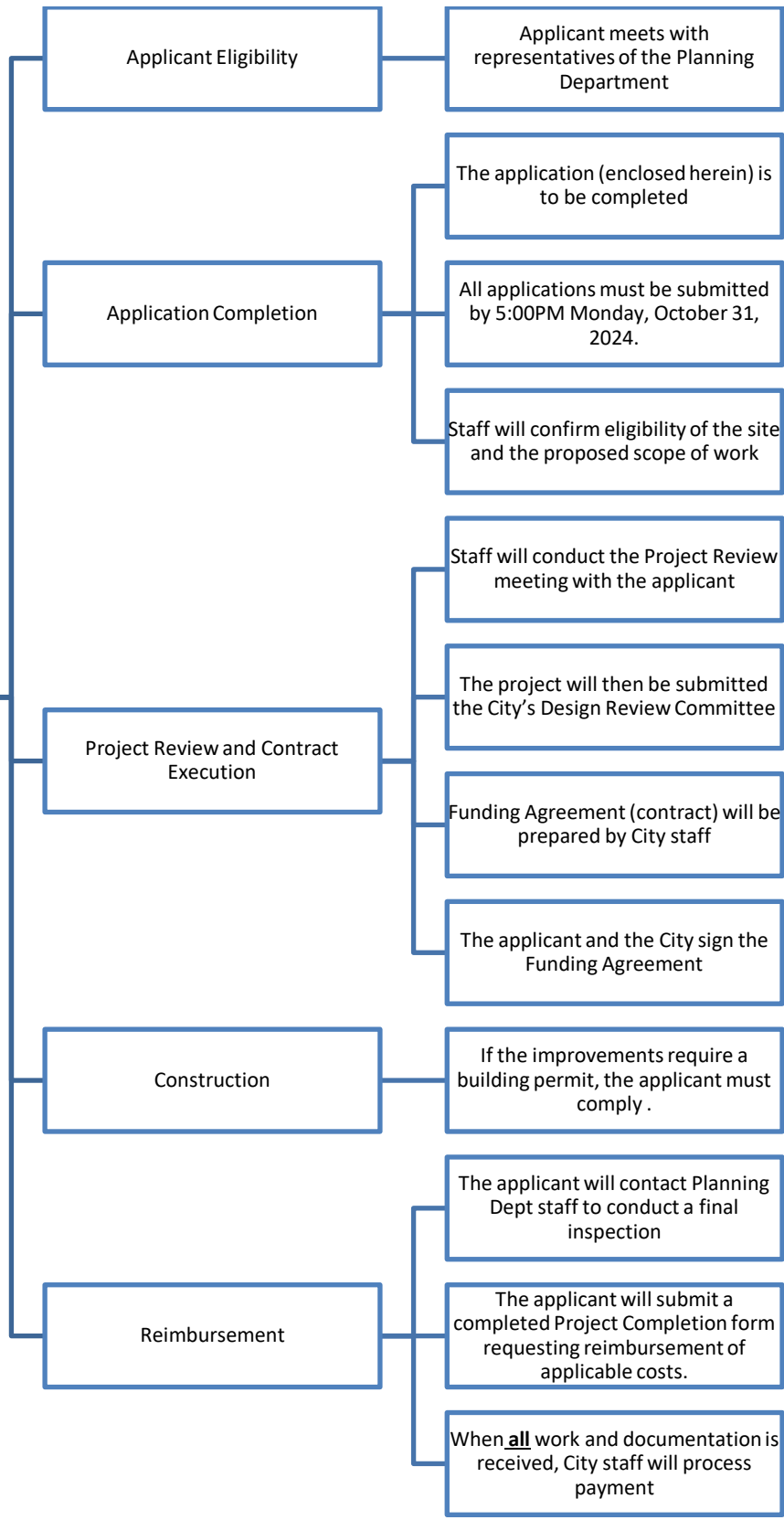
- Sand City has designed the program to benefit both building owners and tenants by reimbursing some, or all, of the cost of maintenance and repair and construction, on a case - by - case basis. The City will reimburse up to a maximum of \$5,000 upon completion of eligible improvements. Projects must obtain required City permits.

All applications must be submitted to the City of Sand City Planning Department, 1 Pendergrass Way, Sand City, CA 93955, by 5:00PM Monday, October 15, 2024.

Eligible Projects

- Eligible Properties: homes, apartments, commercial and mixed – use properties;
- Eligible Applicants: Property owners, business owners and commercial lease – holders.
- Eligible Projects (including but not limited to):
 - Complete or partial commercial building façade rehabilitation or reconstruction, repair and painting of any visible exterior materials and coverings, screening fences; AND interior repairs and finish-out construction where directly related to a façade improvement;
 - Any repair of single family and apartment buildings related to plumbing, electrical, energy conservation; health and safety; doors/windows; re-roofing.
- Use of funds to clear building and fire code violations is required prior to any other use.
- Projects not eligible for reimbursement include site improvements (landscaping, parking lot resurfacing); commercial interior tenant improvements unrelated to a façade improvement; and residential and commercial building additions.

Basic Procedures



STEP 1 – Determine Your Eligibility

- Owners of residential property;
- Commercial property owners or commercial building lessees;
- Owners or commercial lessees of mixed – use residential/commercial buildings
- Owner/applicant and, if possible, the designer or contractor will meet with planning staff at the site (recommended) or in the office at City Hall to review project location, eligibility, design and any applicable guidelines.

STEP 2 – Complete Your Application

- The application (attached) is to be completed by the business owner, property owner or lessee and submitted in person to City of Sand City Planning Department 1 Pendergrass Way Sand City, CA 93955

All applications must be submitted to the City of Sand City Planning Department by 5:00PM Monday, October 15, 2024.

Applications may be limited due to funding availability.

- Applications must be accompanied by a description of the work for which grant funds are requested.
- City staff will notify the applicant that the application has been received and is under review, confirm eligibility of the site and the proposed scope of work, and arrange a Project Review meeting.

NOTE: Projects that are eligible for funding will be considered on a first come, first served basis until funding is either exhausted or fully allocated.

- City staff will review and evaluate and determine, in writing in a form acceptable to the City Manager, that each project to receive funding will achieve the following program objectives:

a) Extent of rehabilitation work:

- This project promotes consistency in design and creates a healthy, safe, fresh and aesthetically pleasing environment.

- This project entails appropriate exterior rehabilitation of a building and will bring it up to code.

b) Impact of project:

- The project will visually impact the block and streetscape and eliminate actual, or the appearance of, blight.
- The project will reduce the perception of lack of investment.
- The project will help to reverse the deterioration of commercial structures in the area.
- The project will stimulate new, private investment and economic growth.
- The project will resolve concerns regarding the health and safety of visitors and residents of the property.
- The project will increase the livability of neighborhoods and of individual residences and apartments.

c) Additional investment: The applicant has made other investments in this property or business.

d) Current/proposed use: The current or proposed use is to support a use that is consistent with the General Plan and Zoning Ordinance.

e) There a code violation on the property, that will be corrected through use of funds.

STEP 3 – Project Review and Contract Execution

- A Project Review meeting is required to be conducted prior to contract execution and construction beginning.
- Staff will conduct the Project Review meeting with the applicant to review the application. A site visit is recommended, if not conducted previously.
- The project will then be submitted the City's Design Review Committee to for final eligibility approval and the need for Building Permit or Encroachment Permit is determined.
- Once approved and necessary permits are obtained, a Funding Agreement (contract) will be prepared by City staff (attached). Applicant must furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the Community Development Department prior to execution of the agreement.

- A fully executed Agreement will be returned to the applicant, and filed with the City.

STEP 4 - Construction

- The funding agreement will specify that the City will defer all or a portion of fees, until the final inspection of projects for which a building permit has been obtained. The City may consider, on a case-by-case basis, the partial release of funds during construction. Evidence of diligence toward project completion will be necessary in such cases.
- Staff may monitor the progress and make periodic inspections during the project. The inspection points will be pre-determined with the applicant, the Building Official and the City Engineer.

STEP 5 - Reimbursement

- Planning staff, to conduct a final inspection and certify completion of the work referenced in the funding agreement. Where necessary, the Building Official and the City Engineer will issue a final approval, followed by Planning Dept final inspection in every case. A record of permits and inspections shall be maintained by the City.
- The applicant will submit a completed Project Completion form requesting reimbursement of applicable costs along with the following information:
 - copies of contractor invoices listing the specific work performed and related costs;
 - cancelled checks or other evidence of payment by the applicant to the contractor or direct purchases from materials supplier(s) (cash payments are not accepted as proof of payment);
 - receipts for City permit and inspection fees (fee payment required prior to reimbursement).
- When all work and documentation is received, City staff will process payment. A check will be sent to the applicant.

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