

**Marion County Community Redevelopment Agency (Agency)  
Silver Springs Community Redevelopment Area (CRA)  
Impact Fee Grant Program (Program) Application**

The Agency is authorized to conduct activities that facilitate the redevelopment and improvement of properties per Florida Statutes. Incentive programs to encourage private investment have proven to be a successful redevelopment function. This Silver Springs CRA Impact Fee Grant Program (Program) is intended to support targeted improvements and investment in the Silver Springs CRA. The Program addresses key statutorily defined blight conditions that currently exist in the CRA including lack of investment for redevelopment and/or new development, wherein increasing the diversity and availability of commercial, industrial, and multiple-family residential uses improves opportunities for the community members and visitors to the area, thereby supporting the attraction and retention of business operations, residents, and promotes economic growth.

This Program is specifically targeted to provide for the redevelopment and new development of properties increasing their density and/or intensity of use to improve opportunities for the community. Participation in this Program will not limit an applicant's ability to participate in other programs provided by the Silver Springs CRA.

There are two focus areas for this Program in the Silver Springs CRA:

- **Area 1:** Those commercial/industrial sites/properties and multiple-family residential properties within the Silver Springs CRA Overlay (See pages 10 and 11 for maps), and
- **Area 2:** All other commercial/industrial site/properties and multiple-family residential properties within the Silver Springs CRA lying outside the Silver Springs CRA Overlay (See pages 10 and 11 for maps).

This Program follows the same general process and requirements for each area; however, each area has a specific maximum grant amount.

**Only work begun after Agency approval is eligible for grant funding.**

*Work in progress or performed before approval will not be eligible.*

## **How to get started**

**Step 1 – Eligible grant area:** Verify if your property is in the Silver Springs CRA or the Silver Springs CRA Overlay. You may use Marion County's Geographic Information System to identify your property's location online via: <https://maps.marioncountyfl.org/interactivemap/>.

Enter your address or parcel ID to see the property location. Maps of the Silver Springs CRA and Silver Springs CRA Overlay may be found on pages 10 and 11. If you are unable to locate the property for any reason, please contact CRA staff as noted further below.

**Step 2 - Review the Impact Fee Grant Program Summary** to learn about:

- grant amounts;
- improvements eligible for a grant; and
- eligibility requirements of that program.

**Step 3 – Contact CRA staff with questions:** Christopher Rison, Senior Planner at 352-438-2600 or [christopher.rison@marioncountyfl.org](mailto:christopher.rison@marioncountyfl.org).

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## I. Eligibility and general requirements

This Program is for expanding existing or new commercial, industrial, or multiple-family development that functions to increase the intensity of use for commercial and industrial properties and the amount of qualified multiple-family residential development within the CRA. The CRA will grant reimbursement matching funds (based on the area location, and satisfaction required activities) for Marion County impact fees charges. *For Area 1, the maximum grant award is up to \$150,000, and for Area 2, the maximum grant award is \$75,000, or, for either type, up to 50% of the total impact fee cost*, whichever is less. **NOTE:** Utility capital charges are not classified as an impact fee. Requests for grants for utility capital charges must be submitted under the Utility Connection Grant Program.

- (a) Eligible applicants - Applicants for the Program may be the property owner or developer completing the related project. For commercial or industrial uses, an applicant may be a tenant. Tenants must also have the owner's signature on the application, or may provide a property owner's signed & dated letter/form allowing the tenant to apply for the grant and make the improvements to the property.
- (b) Eligible areas – Businesses and/or commercial/industrial buildings located within the Silver Springs CRA in one of the two identified areas. Multiple-family development consisting of three dwelling units for more.
- (c) Ineligible properties - The following types of property are **not eligible** without Agency Board approval for participation:
  - 1. Tax delinquent property;
  - 2. Property in litigation;
  - 3. Property in condemnation or receivership;
  - 4. Property or tenants with outstanding financial obligations to the county;
  - 5. Property not properly zoned for the existing/proposed business.
  - 6. Multiple-family housing projects that are and will continue to be, or are proposed to be, a qualified "affordable housing" project consistent Federal, State, or Marion County regulations and/or policies. [NOTE: This Program is intended to assist "market rate" housing projects, as other programs focused on supporting such "affordable housing" are currently available. The owner of a multiple-family housing project that received a reimbursement grant under this Program that then proposes or proceeds to convert to being such an "affordable housing" project shall be subject to repayment of the reimbursement grant; wherein the recording of a lien establishing this requirement will be a condition of obtaining the grant.]
  - 7. Ineligible business – All businesses must be must be registered with the State of Florida SunBiz and/or Florida Department of Revenue (if applicable). Additionally, the following businesses are ineligible as they have been determined to not conform to the vision for the Silver Spring CRA and community plan and as such are not eligible for this grant:
    - a. Adult-oriented businesses.
    - b. Tattoo parlors/shops.
    - c. Bail/Bonds.
    - d. Check-cashing service.
    - e. Pawn shops.

- f. Bars; bars as part of restaurant are permissible but restaurant must be the primary business pursuant to Florida Statutes
  - g. Electronic or vapor cigarette store
  - h. Medical marijuana dispensary as a single-use site or single-use storefront
  - i. Internet/gaming arcades; however, businesses that may include a video/game arcade for minors as an accessory use for their business (e.g., hotel) will be eligible, subject to approval by the board.
  - j. Residential treatment centers and/or transitional housing facilities,
  - k. Mini-storage facilities.
- (d) Scope of work – All related work shall be installed by a professionally licensed contractor and suitably permitted and approved, including by Marion County Utilities, Marion County Building Services, and/or Florida Department of Environmental Protection, as applicable.
- (e) Minimum performance: The proposed development shall be completed, including obtaining a final certification/inspection from the appropriate regulating agencies, and clear demonstration that the impact fees requested for reimbursement have been satisfactorily paid.
- (f) Owners with multiple properties may submit a separate grant application for each property.
- (g) All work done must be in accordance with the Florida Building Code, Marion County Code of Ordinances, Marion County Land Development Code (the Codes), and all applicable jurisdictional agencies, and all required permits and inspections must be obtained; no grant award will be made unless and until the funded activities are completed and all final inspection approvals have been obtained for said work.
- (h) Only work begun **after** approval by the Agency will be eligible for a grant. Work in progress or performed before approval will not be eligible.
- (i) Any changes to the approved plan and work element will require a written request from the applicant and approval by the Agency in order to retain eligibility for the grant. A final certification/inspection from Marion County Building Safety for all work must be obtained prior to obtaining any reimbursement funding.
- (j) Grants may be subject to cancellation if not completed or significant progress has not been made by the project completion deadline. Requests for extensions will be considered **only** if made **in writing** and progress toward completion has been demonstrated.
- (k) All work must comply with the Program guidelines and be approved by the Agency.
- (l) The contractor(s) and subcontractor(s) must be licensed to work in Marion County. Neither the CRA nor Marion County warrant or assume responsibility for any issues arising between the applicant and its contractor(s) or subcontractor(s).
- (m) Organizations that own property on which property taxes are not collected or that have not contributed to the CRA Tax Increment Financing Fund (TIFF) are eligible to apply for grants; however, properties on which property taxes are collected or have contributed to the TIFF will take priority over those that do not, particularly when ranking for funding is required.
- (n) The applicant will be required to obtain one or more building permits for certain types of construction work. Building permit fees are based upon the value of work. Applicants

should contact Marion County Building Safety at 352-438-2400, if interested in an estimate of those fees.

## **II. Application materials**

- (a) Application packages must include enough documentation to illustrate the scope of work required to achieve the development proposed, the amount of development, and its summarized impact fee costs. Failure to provide required information will cause the application to be ineligible. The following items are **required** to be submitted:
  - 1. A completed application.
  - 2. Proof of ownership or option to buy/leasehold agreement for at least five years. If a tenant, the owner's authorization is required.
  - 3. Project timeline.
  - 4. Total project cost/budget itemized into component costs, including permitting cost(s), and impact fees costs.
  - 5. Phased projects will require separate applications to correspond to each phase of construction; a singular application for a singular site shall not be eligible for completion and reimbursement unless and until all development is completed.

## **III. Application submittal and review process**

- (a) Original signed applications (no copies) must be submitted to the **Growth Services, ATTN: Christopher Rison, Senior Planner, 2710 E. Silver Springs Blvd., Ocala, FL 34471**, for review and determination of eligibility.
- (b) CRA and county staff will document receipt of the application, review the application to determine if the application meets all eligibility requirements and is sufficiently complete for grant consideration.
- (c) Applications deemed eligible and complete will be given a staff recommendation (for approval or denial) for the amount of the award to the *Silver Springs CRA Agency Board* that makes the final determination if a grant is approved.

## **IV. Application award**

- (a) If awarded by the *Silver Springs CRA Agency Board*:
  - 1. The CRA will notify the applicant/property owner in writing of award approval. Work cannot begin until applicant has received a written notice from the CRA indicating the grant has been approved.
  - 2. If construction permits are required, permit applications for work with subject to an approve grant funding must be submitted to Marion County Building Safety no later than 60 days after receiving the grant approval. One 60-day extension may be granted upon a written request from the property owner.
  - 3. Any deviation from the approved products and timeline must be submitted in writing, reviewed, and attain approval by the Agency.
  - 4. Upon completion of work, a final certification/inspection from Marion County Building Safety for all work must be obtained, and if site development is involved, an as-built/inspection from the Office of the County Engineer or Growth Services Department must be obtained.

## **V. Reimbursement**

- (a) Upon submission of complete documentation, reimbursement will be made to the applicant. Submissions shall include:
  - 1. detailed photos of the items, installed and working;
  - 2. invoices for all work performed, with details of work clearly outlined;
  - 3. release of lien/lien waivers from all contractor(s) and sub-contractors.
  - 4. For development that will be connected to and be served by Marion County Utilities, verification that a Marion County Utilities customer service account related to the development site has been establishment.
- (b) Reimbursement can be expected approximately 6-8 weeks after all the required documentation has been submitted and final inspection(s) completed.
- (c) The Agency reserves the right to refuse reimbursement of expenditures in whole or in part for work that does not conform to the proposal(s) submitted with the application and authorized by the Agency.

**Marion County Community Redevelopment Agency (Agency)**  
**Silver Springs Community Redevelopment Area (CRA)**  
**Impact Fee Grant Program (Program) Application**

This application must be completed in full and returned with all required documentation  
to be processed.

**Project information**

Business name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Parcel number(s): \_\_\_\_\_

**Applicant information**

Business owner: \_\_\_\_\_

Person to receive all correspondence (if different):

\_\_\_\_\_

Type of business: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_

Applicant number: ( ) \_\_\_\_\_ Cell (if different) ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Does the applicant own the property (circle one)?                      YES                      NO

How long has the business been at the current location? \_\_\_\_\_

If tenant/renter, when does your current lease expire? \_\_\_\_\_

**Property owner information** (if different from applicant)

Name: \_\_\_\_\_

Business name (if different): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business number: (\_\_\_\_) \_\_\_\_\_ Cell (if different) (\_\_\_\_) \_\_\_\_\_

Owner number: (\_\_\_\_) \_\_\_\_\_ Cell (if different) (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**Business/Project/Property information and description**

Describe the type of business/property. (Check all that apply)

<input type="checkbox"/>	Motel/Hotel	<input type="checkbox"/>	Bank	<input type="checkbox"/>	Small business
<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Retail	<input type="checkbox"/>	Multiple businesses
<input type="checkbox"/>	Office	<input type="checkbox"/>	Service	<input type="checkbox"/>	Large business or franchise
<input type="checkbox"/>	Industry	<input type="checkbox"/>	Rental units	<input type="checkbox"/>	Other:

For Multiple-Family Residential, answer the following questions:

1) Number of residentially-occupied structures proposed: -----	
2) Number of dwelling units in each structure: -----	
3) The gross number of dwelling units for the full site: -----	

Give details on the type of business and/or the property demographics: \_\_\_\_\_

**Identify which impact fees are the subject of this request**, including the gross amounts due, and the grant amount request. The maximum that may be provided may not exceed 50% of the calculated amount(s) due. (Check all that will apply for this application.)

Category	Use/Rate Amount <sup>1</sup>	Development Amount <sup>2</sup>	Total Impact Fees Due <sup>3</sup>	Reimbursement Request	
				Amount	% of Total
Transportation			\$	\$	%
Education			\$	\$	%
Fire Services			\$	\$	%
Totals					

<sup>1</sup> List use and its impact fee rate per the appropriate impact fee schedule.<sup>2</sup> List the amount of proposed commercial / industrial uses, typically based on square footage (SF), while multiple-family is based on per dwelling unit (DU).<sup>3</sup> List the total amount due based on the listed related calculation method.



### Total project costs and timeline

1. **Cost:** Estimated total cost of project resulting in the new/increased commercial/industrial use or multiple-family residential use. \$ \_\_\_\_\_
2. **Timeline:** Estimated time (typically provided as months) to complete the project, based the operational phase of developed as listed in the table below. In the event project phasing is proposed, the following must be provided in separate attached table that lists the below information for each phase and as an overall project total.

1	Plan and Permit Preparation & Review	
2	Building Permit Preparation and Review	
3	Building Construction and Site Improvements	

**Lien requirement acknowledgment: For a Multiple-family residential site/project, I understand that a lien will be required to establish that the site/project will be developed and operated as a market rate housing facility; in the event the site/project is converted to become a qualified “affordable housing” project within 30-years of receiving this Program’s reimbursement grant, my successor, and/or assigns will be subject to repayment of any grant award received.**

**Initials of Applicant:** \_\_\_\_\_ **Initials of Owner:** \_\_\_\_\_

### General conditions

1. It is expressly understood and agreed that the applicant shall be solely responsible for financial obligations incurred for the application, items, labor, etc. The grant is a reimbursement of specific items **if awarded**. The filing of application itself does not guarantee an award. Applicant is responsible for any and all site development plans and/or building permit(s) necessary and to be compliance with all county, state, and federal law.
2. It is expressly understood and agreed that the applicant will not seek to hold the CRA, Marion County, CRA Agency Board, Marion County Board of County Commissioners and/or its agents, employees, board members, officers and/or directors liable for any property damage, personal injury, application and/or investigation costs incurred, or any loss relating in any way to the program. Applicant understands that all work performed must be by a licensed insured contractor/company authorized to do work in Marion County.
3. The applicant authorizes the CRA and/or Marion County to promote any approved project including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in CRA or Marion county materials and press releases.
4. If the applicant fails to perform the work approved, the CRA and/or county reserves the right to cancel the grant.
5. Completion of this application by the applicant **does not** guarantee that grant monies will be awarded to the applicant.

## Applicant

I, the undersigned business owner/tenant of the building and/or property/project located at [print physical address and/or parcel ID number]

\_\_\_\_\_

have read and understand the terms and conditions of the program. I agree to the terms and conditions outlined in the application process and guidelines of the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

## Property owner approval for tenant applicant

I, the undersigned owner/agent of the building and/or property/project located at [print physical address and/or parcel ID number]:

\_\_\_\_\_,

have read and understand the terms and conditions of the program and agree to the general conditions and terms outlined in the application process and guidelines of the program. I give my consent to the applicant to move forward with improvements on the building as outlined in the scope of work section of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Corporate name: \_\_\_\_\_

### Project information

Business name: \_\_\_\_\_

Physical address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Parcel ID number(s): \_\_\_\_\_

### Property information – **For staff use only**

CIRCLE ONE

Is the property assessed Marion County property taxes? Y / N

Are property taxes paid up to date? Y / N

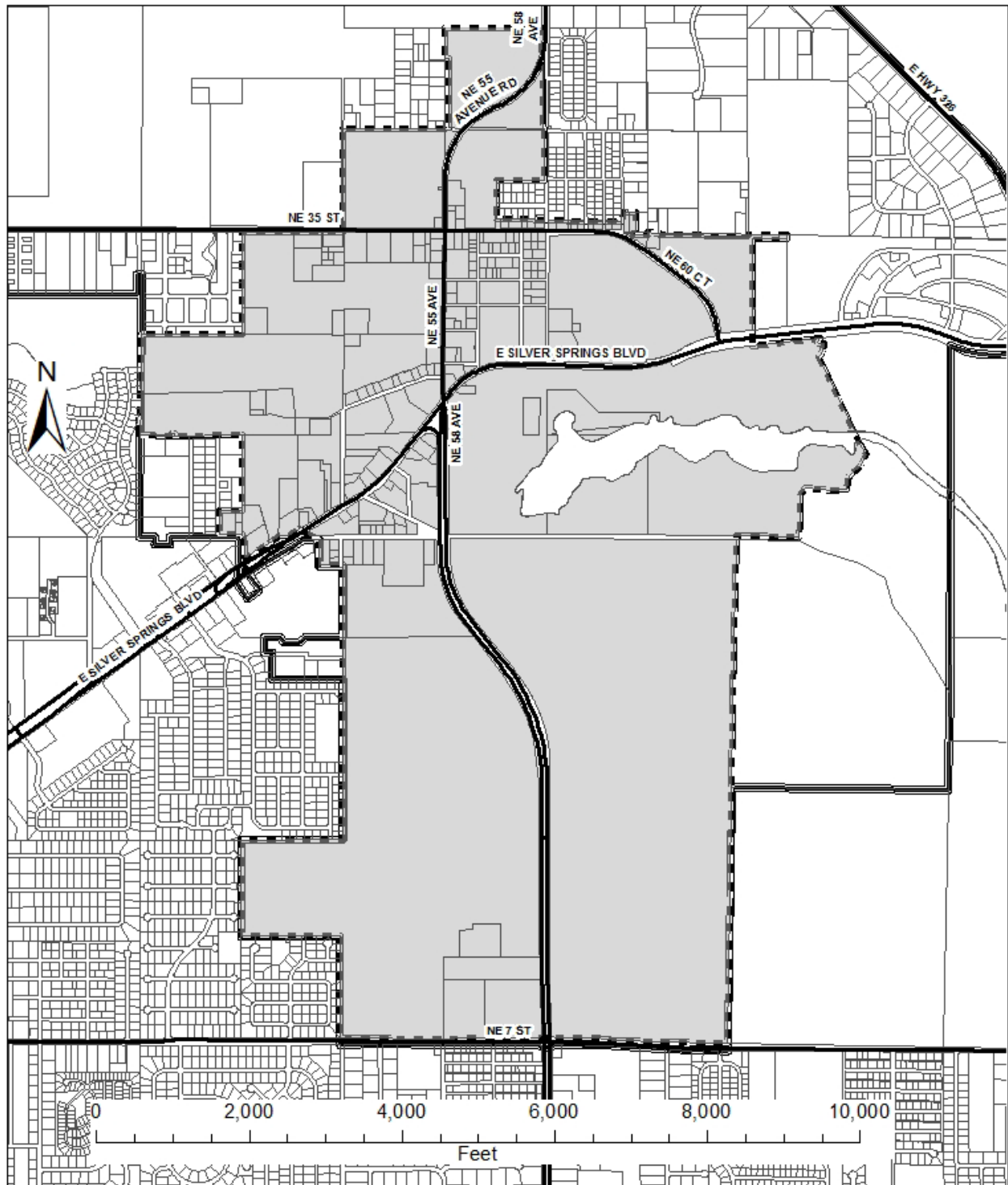
Is the property in condemnation or receivership? Y / N

Is there an active county code enforcement case on the property? Y / N

STAFF RECOMMENDATION: \_\_\_\_ Approval \_\_\_\_ Denial\*

\*Reason for denial: \_\_\_\_\_

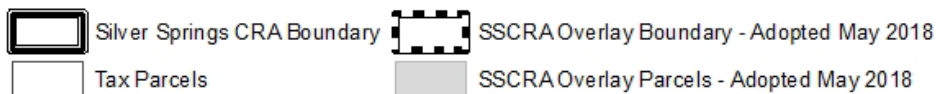
\_\_\_\_\_



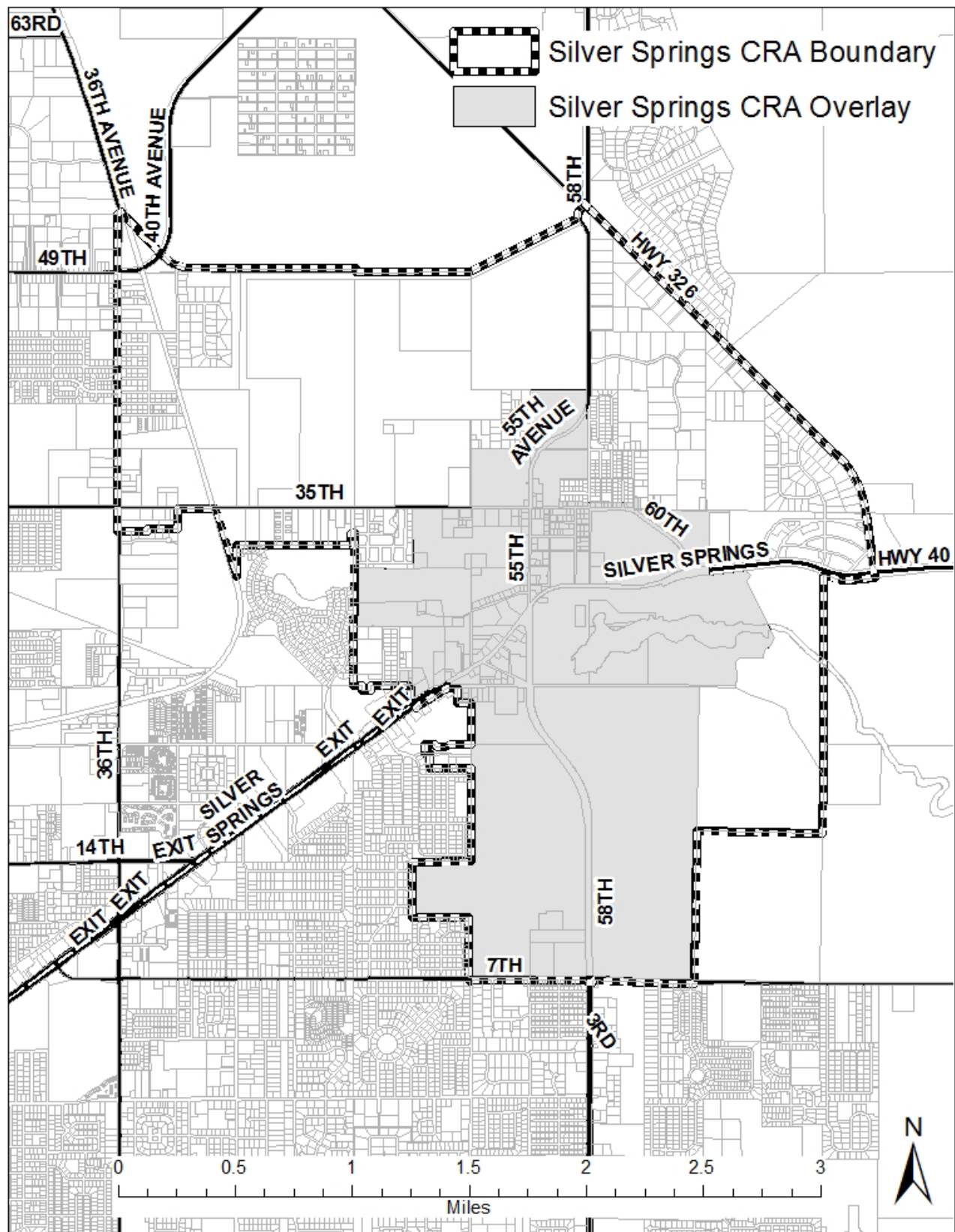
## SILVER SPRINGS CRA OVERLAY

Marion County Land Development Code Division 5.9

Adoption Date: 5/21/2018



Produced By: Marion County Growth Services



Date: 9/25/2019