



**Orange County Neighborhood Services Division
Community Design Assistance Refund Program Application**
*(You must contact Tiana Davis with Neighborhood Services Division,
407-836-5606, before completing the application)*

Date Application Submitted _____

APPLICANT INFORMATION:
(Please Print)

Business _____

Tax Identification Number _____ Type of business _____

Address _____

Contact Person _____ Email Address _____

Phone Number _____ Fax Number _____

- Building Owner Tenant

Building Owner Information (if different from applicant):

Contact Person _____

Contact Address _____

Email Address _____ Phone Number _____

Fax Number _____

- Owner is aware of application Owner has endorsed the application

I have reviewed the following document(s), as it pertains to my application:

- Commercial Design Standards Guideline (this can be obtained at the Planning Division)

Please select which type of improvement(s) your business would like to make (Select only two):

- Awnings
- Exterior painting
- Fencing
- Landscaping
- New ground signs to replace existing signage



Please submit the following information with your application:

- Photographs clearly showing existing conditions of the building to be improved;
- A written summary of the proposed work;
- Drawings or sketches, site plans, and property surveys showing the proposed improvements on the building and placement of other features around the building, if applicable (i.e. exact examples of landscaping plants, paint, colors, and other materials);
- Copy of liability insurance;
- Three (3) cost estimates from licensed contractors, including contact information from each contractor;
- Complete Tax Status and W-9 Forms;
- Written consent from the property owner, if owner is different from applicant

Estimated Cost of Project _____ Grant Amount Requested _____

I agree that the information provided above and within is accurate and correct to the best of my knowledge.

Signature of Applicant _____



Plans and specifications sufficient to describe the proposed work are attached. By requesting a Community Design Assistance Refund, I understand and agree with the following conditions:

1. The commitment of refund money for a proposed project expires six months from approval date as noted on application.
2. Proof of liability insurance must be provided.
3. All improvements must completely follow plans as approved by the Orange County design team.
4. All improvements must comply with all applicable building code requirements, local ordinances, permit requirements, and established design standards for the designated area. The applicant is expected to include in the application the cost of both the improvement and all permits.
5. Eligible activities include repairs to any building in a designated refund area, which is visible within the community corridors. These repairs may include, but are not limited to, the approved expenditures for: repair/replacement of windows and doors, approved painting, awnings, landscaping, or ground signs to replace existing signage.
6. The incentive refund check shall be awarded only after the work has been completed and a final inspection has been made by the Orange County design team to determine that the work has been satisfactorily and entirely completed according to approved plans and specifications. The applicant will be required to provide proof of costs and payment, preferably in the form of paid invoices. The applicant must be prepared to pay all contractor(s) and vendor(s) the full amount for services provided. The program can only refund upon proof of full payment.
7. Current and future owners of refund-sponsored improvements must maintain the façade in neat, working, and attractive order; and to affect all necessary repairs. All changes that have been approved should be maintained for at least two years.
9. To the fullest extent of the law, the applicant shall indemnify and save harmless Orange County from and against any all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney’s fees, of any kind or nature arising or growing out or in any way connected with the performance of the improvement.

Signature of Applicant _____



Property Owner Consent Form

I, _____ (Property Owner”), certify that I own the property located at _____ (“Property”) in Orange County and that I have reviewed the application by _____ (“Applicant”) for participation in the Community Design Assistance Refund Program. I understand that the proposal includes the following changes and /or enhancements to my building: _____

I fully support this application and further certify that the Applicant holds a valid lease for _____ years, expiring on _____.

Date _____ Signature of Property Owner _____

Printed Name of Property Owner _____

Mailing Address of Property Owner _____

Telephone Number of Property Owner _____

Notarization Seal Below

Signature of Notary _____

Printed Notary Name _____

Date of Notarization _____