



CITY OF LA CAÑADA FLINTRIDGE

COMMERCIAL PROPERTY IMPROVEMENT PROGRAM

Program Summary: The Commercial Property Improvement Program is a City-funded grant for partial reimbursement for exterior enhancements that contribute to improved aesthetics and appearance on Foothill Boulevard and other commercial streets.

Program Funding: A maximum grant of ½ the valuation as determined by the City Department of Building & Safety, up to a \$2,000 City contribution, is allowed per property per program year. The program requires that the property owner or tenant match the City's grant dollar for dollar. Funding is provided to projects on a first-come, first-served basis, and there is the possibility that depletion of a fiscal year's program funding will prevent projects submitted late in the fiscal year from obtaining grant funding.

Application: Application for funds is made through the Planning Department.

Eligible Improvements: Only visible exterior improvements are eligible. Typically, this would include front facades and side or rear facades which face streets or alleys. Examples of acceptable projects include facade remodels, patching/painting walls, awnings, siding, landscaping, decorative permanent elements, and signs. Removal of pole signs, billboards, or roof signs are eligible for an additional grant as determined by the City Council, with no matching funds required of the applicant. Additional grant amounts for sign removal are subject to City Council approval.

Project Approval: An application form is submitted for the required Design Commission review and approval. (Design Commission approval is required for most commercial projects, regardless of whether a grant is requested.)

Reimbursement: After installation of the improvements, the applicant submits a claim to the City with copies of invoices. The actual improvements must conform to Design Commission approval and the scope of work per City valuation. After determining that these requirements have been met, the City will issue the reimbursement of ½ the valuation, up to a maximum of \$2,000.

COMMERCIAL FACADE REHABILITATION PROGRAM APPLICANT INSTRUCTIONS

I. INTRODUCTION: The Commercial Facade Rehabilitation Program is a City funded grant to merchants who make improvements to their commercial properties. The program provides partial reimbursement for exterior facade enhancements that contribute to an improved look on Foothill Boulevard.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the City Planning Department when applying for this grant program:



- A. Application Form - including a description of the proposed improvements, information about the property and an original signature from the property owner.
- B. Property Owner's Affidavit
- C. Seven (7) copies of a site plan drawn to scale and showing the proposed improvements. Readable plans on 8 1/2 x 11 sheets are acceptable. *Plans shall not exceed 24" x 36"*.
- D. Seven (7) copies of all affected elevations (sides of buildings) drawn to scale and showing the proposed improvements. Plans on 8 1/2 x 11 are acceptable. *Plans shall not exceed 24" x 36"*.

Note: Large plan sheets should be folded to approximately 8½" x 11".

- E. Color and materials samples for all proposed improvements.
- F. Landscape plans must indicate the type, size and number of proposed plants.
- G. One set of photographs of the property where the improvements are proposed.
- H. The valuation as determined by the City Department of Building & Safety.

III. PROCESSING YOUR APPLICATION:

- A. **Pre-Application Review.** A preliminary meeting with the Business Support and Development Committee representative or Planning Department staff is recommended, though not required. The meeting gives you and staff an opportunity to review your proposal with the applicable policies and guidelines.
- B. **Application Submittal.** After you have prepared your plans and filled out the application, bring them to the Planning Department. You will receive a case number for your project and a tentative schedule for Design Commission review of the improvements.
- C. **Staff Review of the Application.** The Planning and Building & Safety Staff will examine the application, plans and bids. You will be contacted if there are any questions about your proposal.
- D. **Design Commission Action.** The Design Commission (DC) will review the project for conformance with the City's design guidelines. Approval by the DC may include amendments or conditions.
- E. **Appeal of DC Action.** If you or someone interested in the project disagrees with the Board's decision, an appeal can be filed with the City. Information about the appeals process is available at the Planning Department.
- F. **Reimbursement Agreement.** The applicant and the City will execute an agreement in which the City agrees to pay for the authorized work and the applicant agrees to complete the work in accordance with the DC approval.
- G. **Issuance of Reimbursement.** Following installation and completion of the improvements, the applicant submits to the City all invoices for the project. After the City determines that the invoices are correct and that the project has been completed in accordance with the DRB approval, the reimbursement is issued.

IV. FEES: There is no fee for this program.



COMMERCIAL FACADE REHABILITATION PROGRAM APPLICATION FORM

1. Location of Property for this Application:

Street Address _____

Nearest Street Intersection _____

Name of Business/Merchant _____

Assessor's Parcel Number _____

2. Description of the Proposed Improvements: _____

3. Estimated Project Cost: \$ _____ **4. City Reimbursement:** \$ _____
(not to exceed \$2,000)

5. Please check that the following required items are attached to this form:

<input type="checkbox"/> Seven copies of site plan <input type="checkbox"/> Seven copies of elevations <input type="checkbox"/> Property Owner's Affidavit	<input type="checkbox"/> Photographs of site/building <input type="checkbox"/> Color and materials samples <input type="checkbox"/> Landscape plans, if applicable
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6. Applicant:

Print Name: _____

Street, City, State, Zip: _____

Applicant Signature: _____

7. Property Owner:

Print Name: _____

Street, City, State, Zip: _____

Property Owner Signature: _____