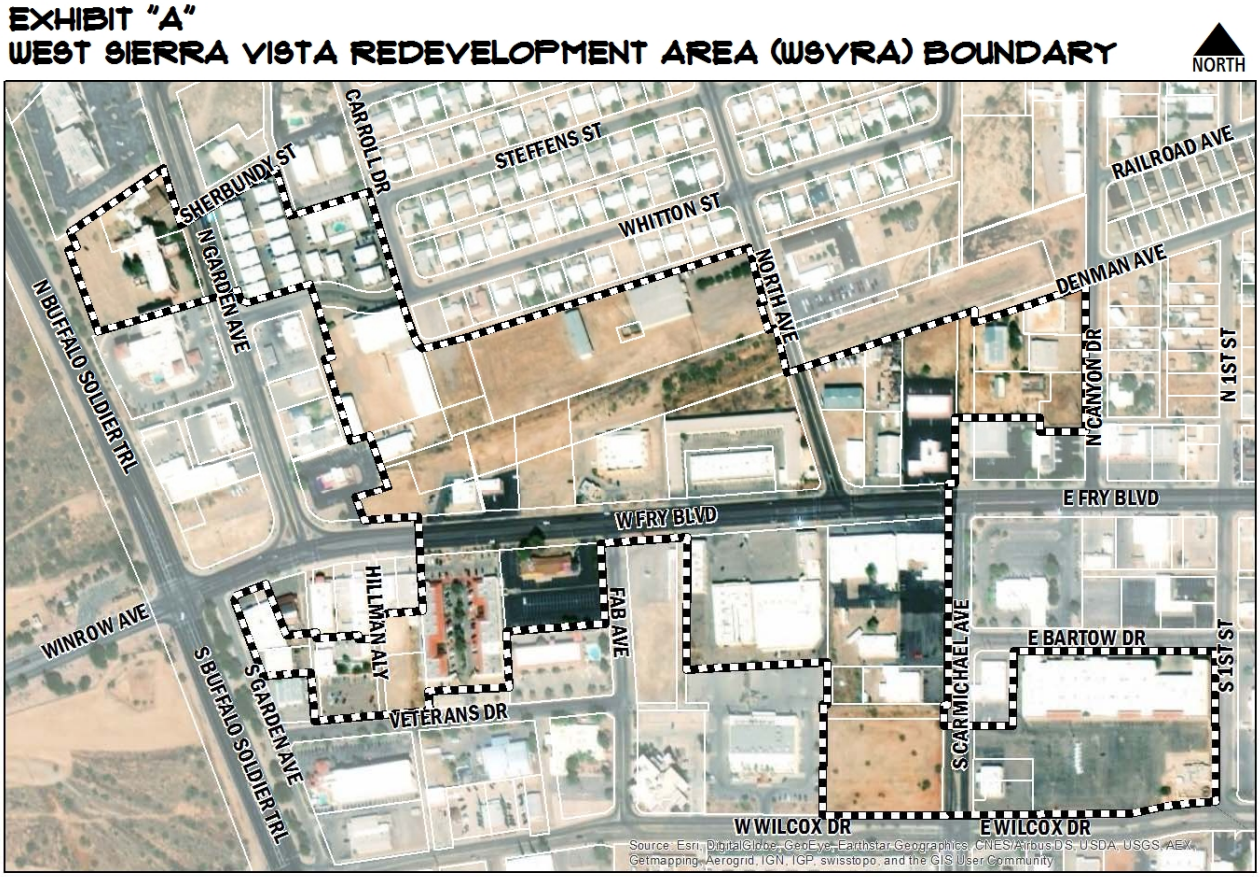
WEST SIERRA VISTA PARTNERSHIP PROGRAM
FY 2020-21 APPLICATION FORM

The City of Sierra Vista provides a range of economic incentives geared to promote community redevelopment activities in the West Sierra Vista Redevelopment Area depicted on Exhibit "A". Matching grants are administered by the City's Community Development Department. Application information is provided below.

EXHIBIT "A"
WEST SIERRA VISTA REDEVELOPMENT AREA (WSVRA) BOUNDARY



AMENDED REDEVELOPMENT AREA BOUNDARY
52 ACRES (M.O.L).

GRANT REQUIREMENTS

- The property must be located in the WSVRA.
- Non-profit businesses are ineligible.
- The City of Sierra Vista reserves the right to not fund a grant request all or in part.
- The grantee is responsible for obtaining all necessary permits.

- Contractors performing work must have a current Sierra Vista business license. The City strongly encourages local contractors to be used.
- Work must be completed within six months, or the City reserves the right to cancel the grant.
- A Tax ID or Social Security Number is required for tax purposes if the grant is in excess of $600.
- Work must not commence until the application has been approved.
- One reimbursement request shall be made upon completion of all work associated with the project. No reimbursements shall be made for a project that is partially completed.
- No more than one grant request shall be processed during the fiscal year for any one property; provided, however, multi-tenant parcels may be considered on a per business basis.

REVIEW CRITERIA

- Amount of private investment relative to public investment and impact on property tax base;
- Impact on physical and architectural character;
- The degree to which the current or proposed use adds to the vitality of the business mix;
- The number and wage scale of any jobs that will result from the economic activity;
- Demonstration that local contractors and suppliers are being used to the maximum extent possible;
- Other measurable public benefit.

PROCESS

- Funding is on a first come, first served basis, and based upon available revenues.
- Incomplete applications will not be accepted.
- After being notified of a grant award, work may begin. **Grants will not be awarded on a retroactive basis.**
- Once the work is complete, the applicant provides copies of cancelled checks and invoices to the City and a check will be processed to reimburse the applicant.

Check the applicable grant categories to your funding request:

☐ **Permit Fee Reduction.** The City may reimburse the applicant for permitting fees in accordance with the following schedule:

New Construction Value*	Reduction
Less than $250,000	100%
$250,000-$500,000	75%
$500,001-$1,000,000	50%
$1,000,001 and over	25%

*New construction value is based on the City's "Application Valuation" or "Permit Fee" amount as listed on the building permit application.

☐ **Building Facade Renovation Grant:** The City may reimburse the applicant for up to 50% of the cost for renovating a storefront visible from a public right-of-way. Exterior building facade improvements may include such treatments such as painting, residing, awnings, decorative lighting, window replacement, and architectural features. Renovation projects should include a combination of elements to make a significant visual impact. (Grant not to exceed $15,000)

☐ **Demolition/Site Clearance:** The City may reimburse the applicant for up to 50% of the cost for demolishing a blighted structure. (Grant not to exceed $20,000)

☐ **Interior Renovation Grant.** The City may reimburse the applicant up to 25% of the construction cost for interior tenant improvements (for areas open to the public). (Grant not to exceed $10,000 for microbrewery, sit down eating or drinking establishment or $5,000 for retail, office, or service use)

☐ **Patio Deck/Outdoor Seating.** The City may reimburse the applicant up to 50% of the construction cost for installing new outdoor seating areas associated with a eating or drinking establishment. (Grant not to exceed $10,000)

☐ **New Signage.** The City may reimburse the applicant up to 50% of the cost of new business signage or up to 75% of the cost of replacing nonconforming signage. (Grant not to exceed $2,500)

☐ **ADA Improvements Grant.** The City may reimburse the applicant up to 75% of the cost for installing **new** ADA access improvements. (Grant not to exceed $2,500)

- ☐ **Public Art/Murals.** The City may reimburse the applicant up to 75% of the cost of a public art installation or mural visible from a public street. (Grant not to exceed $2,000 per storefront)

- ☐ **Landscape Grant.** The City may reimburse the applicant for up to 75% of the cost of low water use/drought tolerant landscaping in a parking lot or front yard setback including irrigation systems. (Grant not to exceed $1,500 per street frontage)

- ☐ **Dumpster Enclosure Grant.** The City may reimburse the applicant for up to 50% of the cost for installing a dumpster enclosure compliant with City code specifications. (Grant not to exceed $2,500)

- ☐ **Other.** The City Manager may approve a project not listed above that provides a similar public benefit at a reimbursement ratio of not more than 50%. (Grant not to exceed $5,000)

The maximum grant award shall not exceed $20,000 per property, provided, however, the City may exceed this amount for high priority revitalization sites identified in the West Sierra Vista Redevelopment Area Plan based on the City's assessment of project impact and available funding.

REQUIRED INFORMATION

(1) **Applicant/Lessee:**

NAME:	
ADDRESS:	
TELEPHONE:	ALTERNATE:

(2) **Property Owner (If different than above)**

NAME:	
ADDRESS:	
TELEPHONE:	ALTERNATE:

(3) **Project Location:**

PROJECT SITE ADDRESS:
BUSINESS NAME:

(4) **Estimated Value of Any New Construction** _____

(5) **Project Proposal.** **Attach a sheet describing in detail the proposed scope of work with estimated start and completion dates. Provide pictures showing the existing condition along with plans, illustration, or sketches (where applicable) of the proposed improvements and any samples or specifications. Attach an architect's estimate of the project's cost or written cost estimates from a minimum of two licensed contractors.**

(6) **Contractor:** **If the grant is approved, which contractor would you hire?**

_____

(7) **Project Budget.** **Submit an itemized budget indicating the amount and use of the funds requested. Attach additional sheets if necessary.**

WORK ITEM	GRANT REQUEST	PRIVATE MATCH	TOTAL COST
1.			
2.			
3.			
4.			
TOTAL:			

(8) **Owner Affidavit.** I (we), the undersigned attest to my (our) ownership of the property located at _____ and hereby authorize _____ to act as my (our) agent(s) for the limited and express purpose of participating in the West Sierra Vista Partnership Program. I (we) have reviewed and approve of the alterations to be made on the property as proposed in the grant application.

STATE OF ARIZONA

COUNTY OF COCHISE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who is personally known to me or has produced _____ as identification and who did/did not take an oath.

Title Holder Name _____

Title Holder Signature _____

Notary Name _____

Notary Signature _____

NOTARY SEAL}

Notary Public, State of Arizona

Notarial Serial Number _____

(9) **Acknowledgement.** I certify that this application is complete and all required documentation is provided.

NAME OF APPLICANT:
SIGNATURE OF APPLICANT:
DATE:

(10) **Submittal Checklist.** Please check off each item to confirm it is included in the submittal.

- ☐ All questions above are answered and signatures are provided.
- ☐ Project proposal including all items listed in #5 (description, dates, sketch, estimates).
- ☐ Pictures (on disc or flash drive) showing the existing conditions.
- ☐ Completed W-9 form (the name and address on this form will be used for the reimbursement check)

Mail or bring your completed application to the City of Sierra Vista Community Development Department. City Hall, 1011 North Coronado Drive, Sierra Vista, Arizona.

Contact: Matt McLachlan

Telephone: (520) 439-2177 or Matt.McLachlan@SierraVistaAZ.gov