



**CITY OF MELBOURNE  
APPLICATION FOR DOWNTOWN MELBOURNE CRA  
RETAIL CORE COMMERCIAL LIGHTING PROGRAM**

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The Melbourne Downtown Community Redevelopment Agency (CRA) is providing funding for a lighting enhancement program within the downtown retail core. Grant funding is provided to encourage building owners or businesses to make exterior lighting improvements in considerations of customer and pedestrian safety. These enhancements benefit both private properties and adjacent public spaces, improving general public safety. The Program will pay for 90% of the hard costs for the improvements and the applicant is responsible for 10% of the hard costs, plus associated costs such as permits. Commercial buildings with one or two storefronts may receive up to \$1,200 and buildings with three or more storefronts may receive up to \$2,000.

Community Development staff will assist applicants in getting through this expedited application process in a timely and efficient manner.

City of Melbourne Community Development Department  
900 East Strawbridge Avenue  
Melbourne, FL 32901  
(321) 608-7511  
[kelly.hyvonen@mlbfl.org](mailto:kelly.hyvonen@mlbfl.org)  
Attn: Kelly Hyvonen, AICP, Planner

**Program Highlights:**

- Purpose: To incentivize lighting improvements on private property in the downtown retail core to increase public safety
- Maximum match: CRA will fund up to 90% of hard costs
- Maximum grant award:
  - 1-2 storefronts: \$1,200
  - 3+ storefronts: \$2,000
- Eligible projects must be:
  - Located in downtown retail core target area

The Community Development Department will accept this application after all prerequisites have been completed and when it is submitted along with all required documents and it determined to be eligible and complete.

Application Prerequisites

- Meeting with Community Development staff. The following items should be brought to the meeting:
  - Daytime and nighttime photographs of the entire building, property, and adjacent areas, including specific locations for the proposed lighting enhancements (digital over email preferred)
  - Lighting fixture product specifications, illustrations, or examples
  - One estimate from a licensed electrical contractor
- Certificate of Architectural Appropriateness from the Historic and Architectural Review Board (HARB), if applicable

Application Submittal Requirements

- Contact Community Development staff to arrange a time to review and submit application
- Completed Application (starting on page 5)
- Finalized Attachments:
  - Current digital photographs (daytime and nighttime) of the entire building and property
  - Current digital photographs (daytime and nighttime) of any adjacent private or public areas seeking Program funding for lighting
  - Lighting fixture product specifications, illustrations, or examples
  - Rendering depicting where the lighting is proposed to be installed (does not need to be professionally prepared, staff can assist)
  - Conceptual plan indicating proposed ground area to be lit (does not need to be professionally prepared, staff can assist)
  - One estimate from a licensed electrical contractor, including fixture and installation costs

**PROGRAM GUIDELINES**

**A. Eligibility**

- The property must meet the following criteria to be eligible to apply for the program:
  - Property must be located within the Melbourne Downtown Community Redevelopment Area
  - Program lighting must illuminate pedestrian area located within the downtown retail core target area identified on the map on page 4
  - Have a commercial or multi-family component



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---

- See attached map on page 4
- Contact the Community Development Department to determine if your property meets these requirements
- The project must clearly demonstrate that proposed exterior lighting it is adding an improved level of public safety by illuminating poorly lit locations that are heavily travelled by patrons of the business or pedestrians in the Downtown retail core, in general. Examples of eligible lighting projects are illumination improvements to: entranceways, sidewalks, alleyways, and parking areas.
- Program funding is intended for exterior lighting enhancements to private and adjacent public areas identified on the map on page 4. Interior lighting improvements are not eligible.
- Lighting that projects from the building (not recessed) shall improve the aesthetics of the property, be compatible with the architecture of the building, and must be sensitive to the structure's historic integrity.
- Eligible match: The Program will pay for up to 90% of the hard costs for the improvements and the applicant is responsible for the remainder of the hard costs, plus associated costs such as permits. Hard costs include materials and labor. The cost of permits are not included.
- Applications filed for properties under consideration of this program must be on the tax roll and current on their taxes. Tax exempt and tax delinquent properties are not eligible for participation in this program.
- Applications will be considered in the order in which a complete application has been submitted. An application is considered complete if all the information required in the application has been included, as determined by staff. Applications which are submitted with incomplete information will be returned to the applicant to be resubmitted. Applicants shall make an appointment with CRA/City staff prior to submitting an application.
- The Program is not retroactive. Completed projects, projects under construction and projects already under a permit are not eligible to receive Program funding.
- Approval of any complete application submittal is contingent upon the availability of Program funding.
- If the applicant is a tenant of the building, they must secure the property owner's authorization to participate in the program.

## **B. Requirements**

- Applicants must meet with staff to present the project prior to submitting the application for approval. The applicant should have the following items for this presentation:
  - Daytime and nighttime photographs (digital) of the entire building, property, and adjacent areas, including specific locations for the proposed lighting enhancements
  - Lighting fixture product specifications, illustrations, or examples
  - One estimate from a licensed electrical contractor for the fixtures and installation
- Melbourne Main Street may provide limited technical resources to an applicant needing assistance.
- All work is required to be performed by a licensed electrical contractor and the associated building permit must be issued and closed prior to receiving a grant reimbursement.
- Participants must enter into a contractual relationship with the City/CRA regarding the project by signing a Rebate Agreement prior to commencement of work.
- All work and documentation must be completed and submitted 90 days after the executed grant rebate agreement has been issued to the applicant.
  - Staff has the ability to provide contract extensions for projects demonstrating just cause for the delay. Extensions must be approved in writing.
- For lighting installed under this Program, applicant must agree to illuminate the target area daily from sunset to sunrise.
- When making changes to the approved design plans, applicants are required to submit the requested alteration to staff for further review and approval. If proposed deviations change items that are required to go before the Historic and Architectural Review Board, the applicant must also repeat that process.

## **C. Process**

1. *Meet with Staff.* Applicant meets with Community Development staff to discuss their project plans, review the program guidelines, discuss their eligibility and learn about the application process. The following items should be brought to the meeting for discussion:
  - Daytime and nighttime photographs of the entire building, property, and adjacent areas, including specific locations for the propose lighting enhancements



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- Lighting fixture product specifications, illustrations, or examples
  - One estimate from a licensed electrical contractor
2. *Historic and Architectural Review Board (HARB), if applicable.* Applicant obtains a Certificate of Architectural Appropriateness from for the project from HARB. You may apply for this through Community Development staff. HARB reviews projects based whether they meet the adopted Architectural Guidelines. Approval from HARB is required to move forward with the process if the lighting is visible from the right-of-way and projects from the building.
- A HARB application can be obtained from Community Development staff.
  - The Architectural Guidelines can be obtained from Community Development staff.
3. *Submit Application.* Contact Community Development staff to arrange a time to submit application. Staff will conduct an initial review of the application for eligibility and completeness. If complete, the application will be date & time stamped. A complete application must include:
- Current digital photographs (daytime and nighttime) of the entire building and property
  - Current digital photographs (daytime and nighttime) of any adjacent private or public areas seeking Program funding for lighting
  - Product specifications, illustrations, and/or examples of all proposed Program lighting
  - Rendering depicting where the lighting is proposed to be installed
  - Estimate from a licensed electrical contractor including the fixture and installation costs
  - Certificate of Architectural Appropriateness from the Historic and Architectural Review Board
4. *Application Review and Approval:* Community Development staff, the Downtown Community Policing Officer, and Melbourne Main Street representative(s) will review the proposed Program application to identify the benefits of the proposal and provide any additional considerations to the applicant. Community Development staff will determine if the complete application meets the Program intent and requirements, and is eligible for grant funding. If so, staff will prepare and process a Rebate Agreement.
5. *Rebate Agreement.* If the Retail Core Commercial Lighting Program application is approved by staff, the Applicant and CRA enter into a formal agreement, known as a Rebate Agreement.
- The Applicant will be required to meet property maintenance standards, requiring the Applicant to maintain, at their expense, the improvements completed through the Program for five years.
  - Work may not commence until the Rebate Agreement has been signed and any required permits have been obtained.
  - Once Agreement is issued, the applicant must file a vendor registration form with the City. Staff will process a purchase requisition and issue a purchase order to the applicant for grant reimbursement.
6. *Permits.* Once the Rebate Agreement has been signed, the Applicant may submit plans to the Building Department for permits that would ordinarily be required.
7. *Construction.* Contractor shall commence work according to the approved plans and permits.
8. *Reimbursement.* Prior to reimbursement, the applicant is required to pay the contractor in full for the work approved within the Program application covered under the Rebate Agreement. Once construction is complete and approved by the City, the Applicant shall submit an invoice for a grant reimbursement along with the following:
- Electrical contract's invoice for the work performed
  - Proof of payment in full (cancelled checks, credit card statements, or any other approved paperwork to certify payment)
  - Copy of permit close-out
  - Other documentation as deemed necessary

After all the required documentation is submitted and staff verifies the work has been completed, staff will process a reimbursement against the purchase order.





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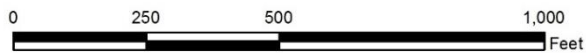
Program lighting must illuminate the pedestrian area located within the downtown retail core target area identified in green in the map below.

**Melbourne Downtown CRA Retail Core Commercial Lighting Program**



**Legend**

-  Melbourne Downtown CRA Boundary
-  Retail Core Commercial Lighting Program Target Area



Title: Melbourne Downtown CRA Retail Core Commercial Lighting Program  
 Department: City of Melbourne Planning & Economic Development Department  
 Prepared By: Kelly Hyvonen  
 Last Updated: 10/24/2016 2:45:10 PM  
 Map Location: G:\COMMUNITY\_DEVELOPMENT\PED\Kelly\GIS\ArcGIS Maps\Fixed\Downtown Melbourne CRA Retail Core Commercial Lighting.mxd  
 illustrative purposes only.  
 No warranties, expressed or implied, are provided for the property records and mapping data herein,  
 or for their use or interpretation by the User. The City of Melbourne assumes no liability  
 for any damages, losses, costs or expenses, including but not limited  
 to attorney's fees, arising from any User's use or misuse  
 of the property records or mapping data provided herein.





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**PROGRAM APPLICATION**

**1. APPLICANT INFORMATION**

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Legal Form:  Sole Proprietorship  Partnership  Corporation  Non-Profit

State in which state are the incorporation and/or organization documents filed: \_\_\_\_\_

Applicant is the:  Property Owner  Business Owner  Tenant  Other:

Lease expiration date (if applicable): \_\_\_\_\_

**2. BUILDING / BUSINESS TO PARTICIPATE IN THE LIGHTING PROGRAM # of storefronts: \_\_\_\_\_**

Building/Business Name: \_\_\_\_\_

Building/Business Address: \_\_\_\_\_

**3. PROPERTY OWNER (if separate from applicant)**

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**4. DETAILED DESCRIPTION OF COMMERCIAL LIGHTING ADDITIONS AND/OR IMPROVEMENTS**

Attach separate sheet if necessary. See Program Guidelines for a detailed list of requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. ESTIMATED ELIGIBLE COSTS:**

Eligible expenses include materials (i.e. light fixtures, switches, timers, wiring) and labor of a licensed electrical contractor

\$ \_\_\_\_\_



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**6. CERTIFICATION BY APPLICANT:**

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for obtaining funds from the Downtown Melbourne CRA Retail Core Commercial Lighting Program and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is an organization rather than an individual, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

Verification of any of the information contained in this application may be obtained from any source named herein. It is further understood that all information obtained will be held in strict confidence and used for no other purposes by the City of Melbourne.

Applicant certifies that he/she has received and reviewed the Program Guidelines prior to submitting this application. Further, the applicant understands that the proposed core commercial lighting improvements must be evaluated and approved by the Community Development Department as well as any required Boards or Committees. Certain changes or modifications may be required prior to final approval.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Return to:  
Community Development Department  
3<sup>rd</sup> Floor, Room 316  
900 East Strawbridge Avenue  
Melbourne, FL 32901

<b>For Office Use Only</b>									
<b>Complete Application Submitted</b> (Date/Time Stamp):	<b>Estimated Project Costs</b>								
	<table border="0"> <tr> <td>A. Total Eligible Improvements (materials &amp; labor)</td> <td>_____</td> </tr> <tr> <td>B. Maximum Match Percentage</td> <td>_____</td> </tr> <tr> <td>C. Previous Program Awards (entire building)</td> <td>_____</td> </tr> <tr> <td>D. Maximum Eligible Grant Award</td> <td>_____</td> </tr> </table>	A. Total Eligible Improvements (materials & labor)	_____	B. Maximum Match Percentage	_____	C. Previous Program Awards (entire building)	_____	D. Maximum Eligible Grant Award	_____
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**AUTHORIZATION TO APPLY**

I, \_\_\_\_\_, am the owner of the following described property:

PROPERTY ADDRESS:\_\_\_\_\_. (If applicable) I do hereby authorize the following named individual to apply for the Retail Core Commercial Lighting program and enter into a rebate agreement with the City of Melbourne.

(If applicable) AUTHORIZED REPRESENTATIVE:\_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER(1) (Print Name)

\_\_\_\_\_  
PROPERTY OWNER(2) (Print Name)

\_\_\_\_\_  
PROPERTY OWNER(1) (Signature)

\_\_\_\_\_  
PROPERTY OWNER(2) (Signature)

STATE OF FLORIDA  
COUNTY OF BREVARD

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

\_\_\_\_\_  
NOTARY PUBLIC

NAME:\_\_\_\_\_

COMMISSION NUMBER:\_\_\_\_\_



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**AFFIDAVIT OF OWNERSHIP**

Property Address: \_\_\_\_\_

Property Tax Account No.: \_\_\_\_\_

Signed and sealed in the presence of:

OWNER (#1):

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 1 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 1 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public

OWNER (#2):

\_\_\_\_\_  
Signature of Witness #1

\_\_\_\_\_  
Owner 2 Printed Name

\_\_\_\_\_  
Name Printed/Typed

\_\_\_\_\_  
Owner 2 Signature

\_\_\_\_\_  
Signature of Witness #2

\_\_\_\_\_  
Name Printed/Typed

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing Owner Consent was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me OR who has produced \_\_\_\_\_ as identification.

My commission expires:

\_\_\_\_\_  
Notary Public