



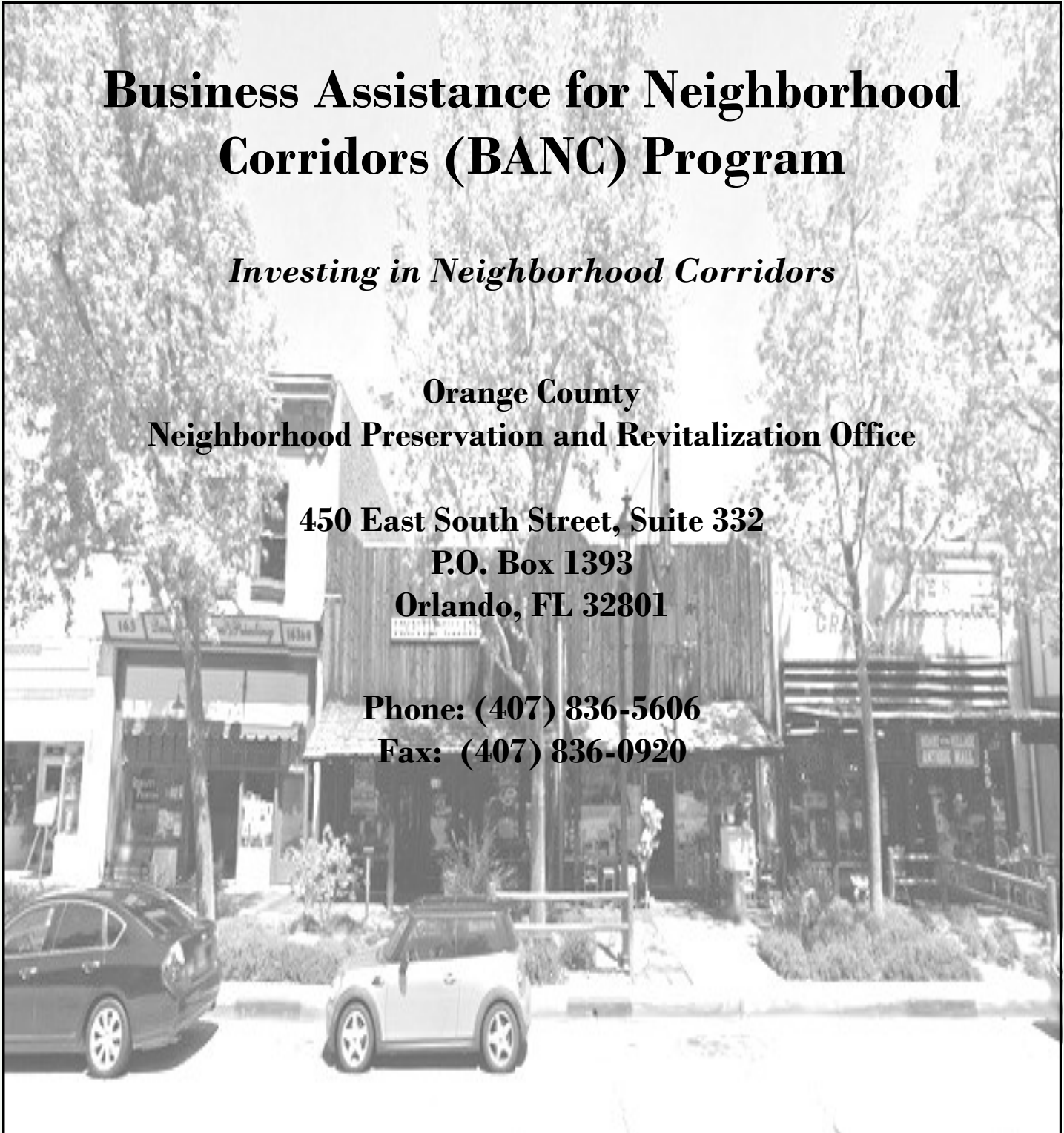
Business Assistance for Neighborhood Corridors (BANC) Program

Investing in Neighborhood Corridors

**Orange County
Neighborhood Preservation and Revitalization Office**

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Orange County Neighborhood Preservation and Revitalization Office Business Assistance for Neighborhood Corridors (BANC) Program

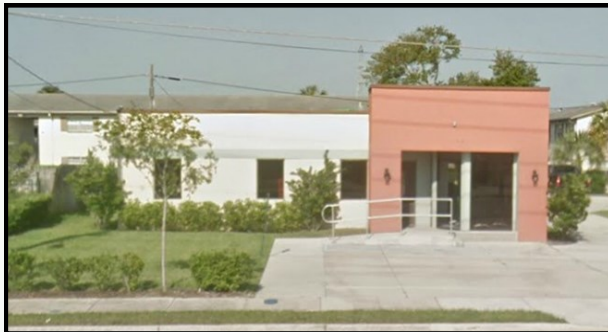
Please contact a member of the Business Assistance Team before completing and submitting this application

Introduction to the BANC Program

Small businesses serve as engines for local and County-wide growth by providing employment opportunities, serving as anchors for the community, while also generating tax revenues. Bringing back the small businesses that once thrived on your business corridor, while stabilizing and expanding the existing businesses, is at the heart of the BANC Program. The BANC Program provides funding assistance for costs related to opening or improving small businesses located within targeted corridors of unincorporated Orange County.



Before façade improvement



After façade improvement



Why Does the BANC Program Have Design Guidelines ?

The BANC Program's design guidelines have their origins within Orange County's Code and Comprehensive Plan. They are not arbitrary rules, but were instead shaped with the aesthetic good of your business corridor and the surrounding neighborhood in mind. The guidelines outlined in this application are not meant to be final solutions - instead, they are principles and techniques to guide arrival at a final design solution and as an aid in obtaining quotes. Business Assistance Team members partner with applicants to accommodate projects in as flexible a manner as possible.



BANC PROGRAM GUIDELINES AND CRITERIA

What is the BANC Program ?

- Coordinates Orange County services for economic development in target corridors
 - * Provides incentives to encourage redevelopment
- Administered by the Neighborhood Preservation and Revitalization Office (NPRO)

Why is the BANC Program Important?

- Revitalizes once thriving commercial corridors surrounded by older neighborhoods
- Addresses physical decline in the corridor, lack of financial support for small businesses, and the need for local jobs/services

Eligibility for the BANC Program

- Business must be located in target corridor
 - * Silver Star Road from Perrine Place to Hiawassee Road
 - * Pine Hills Road State Road 408 to Champagne Circle
 - * Semoran Boulevard from State Road 408 and East Colonial Drive
 - * Old Winter Garden Road from Hiawassee Road to Kirkman Road
 - * Aloma Avenue from Semoran Blvd to Orange County Line
 - * Rio Grande Avenue from Grand Street to Interstate 4
 - * North Orange Blossom Trail from Drage Drive to Plymouth Sorrento Road
 - * Orange Blossom Trail from Grand Street to Holden Avenue
 - * Oak Ridge Road from Orange Avenue to Orange Blossom Trail
 - * Orange Avenue from Sandlake Road to Belle Isle City Limits
 - * Orange Avenue from Taft Vineland Road to Landstreet Road
- Business must be located in unincorporated Orange County
- Applicant must submit proof of liability insurance for the structure, and W-9 forms for the business
- Business must have fewer than 500 employees
- The applicant must lease or own the property
- There must not be any tax liens or judgements against the property. Additionally, the property owner and/or business owner must be in good standing with all taxes (income, property, and business).
- The business must not claim a tax exemption; examples are charitable, religious, or educational organizations
- Child/day care centers must be licensed by the Department of Children and Family Services
- Business must not be part of a franchise
- Business use must not be restricted by an Orange County overlay zone

Steps to Complete a BANC Program Project

- Applicant discusses the project with a Business Assistance Team member
- Applicant submits an application and quotes for the work being proposed
- Application is reviewed by the Business Assistance Team
- Application goes before the Orange County Board of County Commissioners
- Purchase Order is issued and the applicant implements the project
- Business Assistance Team member verifies the project is complete
- Applicant submits the invoice for the project, proof of payment, and a memo requesting reimbursement
- Reimbursement check is mailed to the applicant



BANC PROGRAM GUIDELINES AND CRITERIA

BANC Program Features

- Up to \$10,000 available to the business
- Property owner can submit an application for up to two (2) properties
- A parcel (business) is eligible to submit two (2) applications for the life of the BANC Program
- Incentives
 - * Regulatory
 - * Plans Review and Permitting
 - * Construction Costs
 - * Crime Prevention through Environmental Design (CPTED) Improvement Grant
 - * Façade Improvement Grant

BANC Program Features

- Regulatory Incentives
 - * Small Scale Comp Plan Amendment (\$3,426)
 - ◆ If approved by the Orange County Board of County Commissioners
 - * Planned Development Rezone (\$2812 + \$2/acre)
 - ◆ If approved by the Orange County Board of County Commissioners
 - * Conventional Rezoning (\$1,531)
 - ◆ If approved by the Orange County Board of County Commissioners
 - * Special Exception (\$1,316)
 - * Variance (\$620)
- Plans Review and Permitting Incentives
 - * Demolition Permit (up to \$400)
 - * Submittal Fee for Commercial Projects (\$200)
 - * Commercial Permit
 - * Technical Studies for Development
- Construction Costs
 - * Demolition
 - ◆ Up to \$10,000 to demolish a structure
 - * Public improvements required by Orange County Code
 - * Bringing the structure up to Orange County Code Standards
 - ◆ Can be used to make the minimum improvements required to obtain a Certificate of Occupancy
- Crime Prevention Through Environmental Design (CPTED) Improvement Grant
 - * Applicable for security enhancements to the exterior of a business
 - * Based on recommendations made from a CPTED Audit completed by the Orange County Sheriff's Office
- Façade Improvement Grant
 - * Reimburses up to \$5,000 to make renovations to the exterior of a business



BANC PROGRAM GUIDELINES AND CRITERIA

Façade Improvement Grant

- Reimburses up to \$5,000 to make approved renovations to the visible portions of structure or site
- Eligible projects: exterior painting, signage for the business, landscaping (up to \$1,200), repair/replace windows and doors, repair/replace awnings, and/or repair/replacement of façade materials (stucco and siding), et cetera
- Guidelines for the Applicant
 - * Improvements **MUST** be visible from the corridor
 - * Improvements **MUST** be completed within six (6) months of project approval
 - * Applicant **MUST** submit a Certificate of Occupancy
 - * Grant funds **CANNOT** reimburse past projects
 - * Applicant or family member **CANNOT** receive financial benefit from this grant
 - * Tenants **MUST** have property owner's approval to implement the project (Property Owner Consent Form)
 - * Improvements **MUST** comply with Orange County's building codes, local ordinances, and permit requirements
 - * Property **CANNOT** be zoned residential or have a residential Future Land Use (FLU) designation
- Application Requirements
 - * Application must be dropped off or mailed
 - * Three (3) quotes for the work being proposed
 - * Four (4) color photographs clearly showing existing conditions of the structure to be improved
 - * Certificate of Occupancy
 - * Copy of the business' liability insurance
 - * Tax Status and W-9 forms for the business
- Vendor/Quotation Requirements
 - * Vendor **MUST** be licensed to work and pull permits in Orange County
 - * Vendor **CANNOT** start the project until the purchase order is issued
 - * Do not pull permits until the purchase order is issued
 - * Vendor must be prepared to provide tax identification number
 - * Quote **MUST** be on the vendor's letter head and include **ALL** costs associated with the project
 - ◆ Cost of permits, use agreements, design, site plans, surveying, engineering, etc.
 - * Orange County recommends that the vendor provide a certificate of insurance with Workers' Compensation (\$100k), Commercial General Liability (\$500k), and Business Automobile Liability (\$100k)

BANC PROGRAM DESIGN GUIDELINES

Landscaping

Perhaps no individual property improvement delivers more positive returns than landscaping and irrigation approved through the BANC Program. In addition to energy savings from overhead shade and generally beautifying your property, properly chosen and located plant materials can effectively screen unsightly elements and parking areas, and guide customers to your business. Up to \$1,200 of BANC Program funds may be used toward water-saving and low-maintenance Florida Friendly landscaping projects.



BANC Program supports landscape screening at parking lot



Trees planted within parking lots provide shade and separate the public street and sidewalk from your property.



This owner installed foundation landscaping and monument signage supported by the BANC Program

This owner installed containerized plantings along the front of the store.



BANC PROGRAM DESIGN GUIDELINES

Signage

Business signs play an important role in growing and maintaining a successful small business. Signage also plays a critical role in shaping the character of your business corridor. Without careful consideration, visual sign clutter can quickly accumulate and ultimately detract from the visual character of your corridor as adjacent businesses compete for the attention of potential customers.

In order to support small business advertising, while also avoiding visual sign clutter, the BANC Program supports business signs which meet the guidelines of Code Chapter 31.5, and which complement and enhance your corridor's visual character. Be sure to identify and discuss your existing signs with the a Business Assistance Team member.



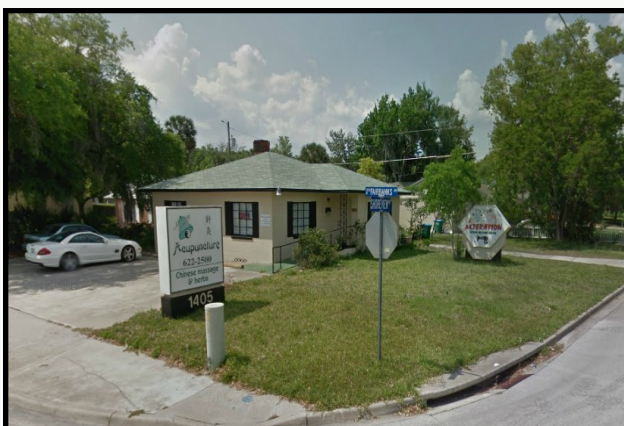
BANC Program supported monument sign



BANC Program supported gable sign

The BANC Program cannot be used to install the following types of signs (as defined within Chapter 31.5, Code of Ordinances):

- * Pole signs
- * Roof signs
- * Animated signs
- * Billboard signs
- * Changeable copy signs (channel lettering)



BANC Program supported monument sign

Sign Guidelines

Monument or ground signs are the preferred style of sign within the BANC Program.

Signs shall meet the requirements of Code Chapter 31.5, with the following exceptions:

- Maximum sign height: 6'-0"
- Sign enclosure perimeter materials shall be primed and painted black metal or wood.

* See also *Awnings sign guidelines*

BANC PROGRAM DESIGN GUIDELINES

Awnings

The BANC Program encourages installation of projected awnings (fabricated from durable materials like metal - canvas, for instance, rapidly fades and deteriorates) above doors and windows in order to improve your building's visual appeal, while also providing shade and weather shelter. Sometimes, owners also place sign lettering on awning surfaces. NOTE: Awning installations require a building permit, and any awning lettering must also comply with the site's allowable sign surface area limitations. To minimize visual sign clutter, the BANC Program discourages any lettering on portions of the awning above the lower edge or skirt.



The BANC Program supports properly placed sign lettering and awnings as shown above and below.



Awning Guidelines

- Rear or internally lit awnings are prohibited.
- Bottom edge of awning must be minimum 8' above the walk surface below.
- Lettering or logos placed above the bottom skirt of the awning are prohibited.

The BANC Program cannot be used for sign lettering, or logos, placed above the awning's skirt, as shown on the right.



BANC PROGRAM DESIGN GUIDELINES

Fencing

Small businesses depend on a secured premises after closing. The choice of fencing style and materials can make an important visual statement about your business corridor.

The BANC Program cannot be used to install chain link or barbed wire style fencing. However, consideration will be given for properties within certain industrial settings.

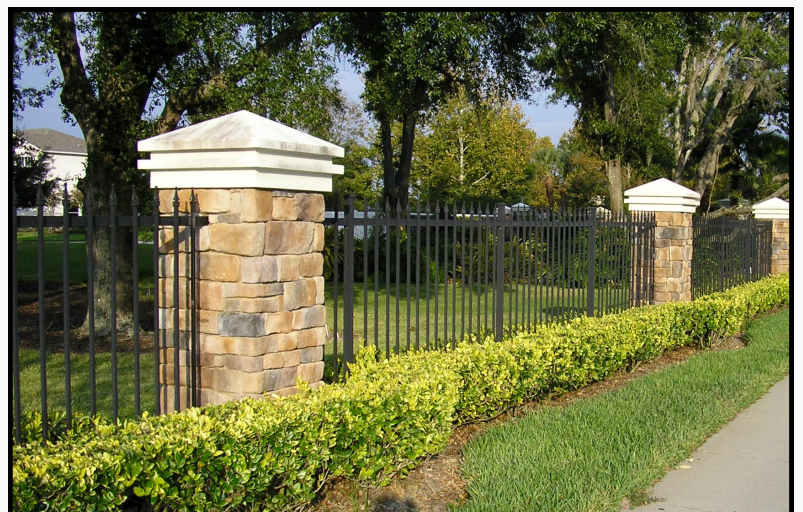


An example of a chain link barbed wire fence that can not be funded through the BANC Program.



Because white colored vinyl fencing materials can quickly become discolored and faded, the BANC Program supports beige colored vinyl fencing materials.

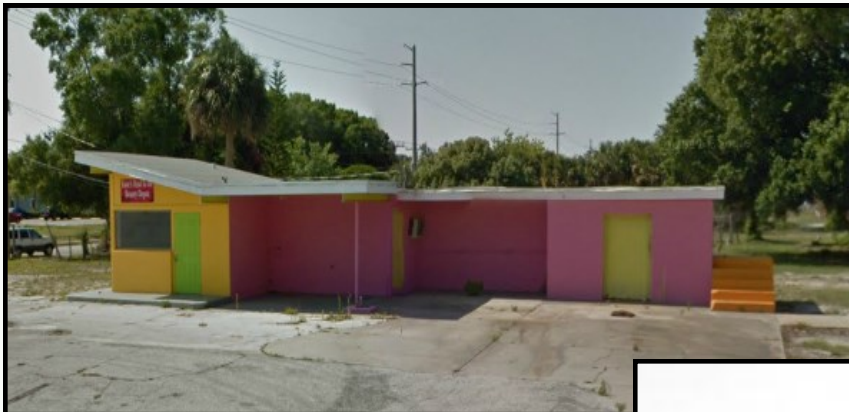
The BANC Program encourages black aluminum style decorative fencing.



BANC PROGRAM DESIGN GUIDELINES

Paint

Paint colors also serve an important function in establishing the character of your neighborhood. A fresh coat of paint is a great way to revitalize your business' appeal. Consider the use of contrasting trim, and decorative elements such as shutters and rafter tails.



Bright or fluorescent paint colors, like those shown to the left, are prohibited by the Orange County Code and cannot be paid for by the BANC Program

The BANC Program supports earth tones and muted paint color patterns like this building.



BANC PROGRAM DESIGN GUIDELINES

Exterior Lighting

Exterior lighting provides an important safety function within the parking and entrance areas of small businesses - but the quality of that lighting plays an equally important role in the appearance of individual businesses.

Poorly chosen light fixtures can cause annoying (and unsafe) light glare; send an unwelcoming impression to potential customers; and detract from the character of the surrounding neighborhood.

As such, the BANC Program does not support purchase or installation of the following lighting fixtures (as defined within the exterior lighting section of the County Code of Ordinances):

- * Flood lights
- * Light fixtures with drop or sag lenses
 (discuss with your Business Assistance Team member)



The BANC Program does not support flood lights like this.

The BANC Program does not support flood lights like this.



BANC Program supports flat lens pole fixtures



BANC supports wall mounted flat lens

Guided by the County's exterior lighting ordinance, the BANC Program supports carefully chosen safety and appearance lighting solutions. Acceptable light fixtures are generally described as full cut-off, flat lens. Cut-off fixtures feature flat lower glass components which prohibit annoying light from 'spilling' sideways onto adjacent properties, or upward. A Business Assistance Team member will help applicants to choose the appropriate wall and pole mounted light fixtures.

While discussing your exterior lighting options, be sure to identify and discuss any existing exterior lighting fixtures on your property with the Business Assistance Team member.

BANC PROGRAM DESIGN GUIDELINES

Removal of Deteriorated or Unsightly Elements

Existing unused, inoperable, and deteriorating above-ground elements like empty conduits, abandoned mechanical equipment, or unused sign brackets/poles/frames detract from your property’s market value, and reflect poorly on the visual character of the business corridor. The BANC Program can assist in removing and properly disposing of such unwanted visible structures by guiding owners toward the solid waste resources which dispose or recycle such unwanted obstructions.



Owners are encouraged to remove and recycle unwanted and unsightly obstructions rusty, disfigured, chain link fencing.



BANC Program will assist in removing and recycling unused signs, sign brackets and frames



Removal and recycling of abandoned and unsightly equipment will increase your space, improve the value and appearance of your property, maybe put some recycling cash in your pocket !



Date Application Submitted _____

APPLICANT INFORMATION

(Please Print or Type)

Building Owner Name _____ **Tenant Name** _____

Business Name _____

Tax Identification Number/ (EIN) _____ **Type of business** _____

Address _____

Contact Person _____ **Email Address** _____

Phone Number _____ **Fax Number** _____

How long have you operated the business _____

Building Owner Information (if different from applicant)

Contact Person _____

Contact Address _____

Email Address _____ **Phone Number** _____

Fax Number _____

How long have you owned the property _____

Owner is aware of application

Owner has endorsed the application



SUPPLEMENTAL INFORMATION

Are you a small business (less than 500 employees), as defined by the U.S. Small Business Association?

Yes

No

Is your business located in an eligible corridor?

(Please select the corridor where your business is located)

- Semoran Blvd (State Road 408 to East Colonial Drive)
- Pine Hills Road (State Road 408 to Silver Star Road)
 - Oak Ridge Road (Orange Avenue to Orange Blossom Trail)
 - Silver Star Road (Pine Hills Road to Hiawassee Road)
- Old Winter Garden Road (Hiawassee Road to Kirkman Road)
- Aloma Avenue (Semoran Blvd to Orange County Line)
- North Orange Blossom Trail (Drage Drive to Plymouth Sorrento Road)
- Orange Avenue (Sandlake Road to Belle Isle City Limits)
- Orange Avenue (Taft Vineland Road to Landstreet Road)
- Orange Blossom Trail (Grand Street to Holden Avenue)
- Rio Grande Avenue (Grand Street to Interstate 4)

Do you have a Certificate of Occupancy for your business? Yes

No

The improved property is Owner occupied Tenant occupied

If the improved property is tenant occupied, do you have a copy of a signed lease agreement or proof of a pending lease agreement or contract? Yes No

WRITTEN SUMMARY OF PROPOSED WORK

Please print or type a summary of proposed work.

- Be specific, provide as many details as possible
- Please select the category and area(s) for which you are seeking financial assistance
- If an area is not applicable check the Not Applicable box
- Attach additional sheets if necessary

Regulatory

Not Applicable (N/A)

Small Scale Comp Plan Amendment (\$3,426) Planned Development Rezone (\$2812 + \$2/acre) Variance (\$620) Conventional Rezoning (\$1,531) Special Exception (\$620-\$1,326) Impact Fee Grants (up to \$10,000)



SUPPLEMENTAL INFORMATION

CPTED Improvement Grant

Not Applicable (N/A)

Facade Improvement Grant (Up to \$5,000)

Not Applicable (N/A)

Please describe your project in detail. For example: color of paint, type of sign, type of landscaping, color of awning, et cetera

Construction Costs

Not Applicable (N/A)

Demolition Costs (Up to \$10,000) **Public Improvements Required by Code** **Bringing a Structure up to Code**

Plans Review and Permitting

Not Applicable (N/A)

Demolition Permit (Up to \$400) **Plan Review Fees** **Commercial Permitting Fees**
 Concurrency/Capacity Application **Utility Connection Fees** **Technical Studies for Development**



APPLICATION CHECKLIST

Please submit the following information with your application:

Façade Improvement Grant and Construction Cost Financial Assistance ONLY

- Four (4) photographs clearly showing existing conditions of the building to be improved
- Copy of liability insurance
- Complete Tax Status and W-9 Forms
- Copy of Certificate of Occupancy
- Written consent from the property owner, if owner is different from applicant (if you are the owner you do not need to complete the consent form)
- Three (3) quotes for the work being proposed

Regulatory Financial Assistance

- Copy of relevant Planning and Zoning application (if applicable)
- Copy of Concurrency Application
- Copy of impact fee bill
- Copy of liability insurance
- Complete Tax Status and W-9 Forms

CPTED Improvement Grant

- CPTED Audit
- Copy of Certificate of Occupancy
- Copy of liability insurance
- Complete Tax Status and W-9 Forms

Plans Review and Permitting

- Copy of scope of services for technical study (if applicable)
- Valuation of project and itemized summary of related permitting fees
- Itemized summary of plan submittal fees
- Itemized summary of utility connection fees (if applicable)

Estimated Cost of Project _____ Grant Amount Requested _____

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

Signature of Applicant _____ Date _____



APPLICANT ACKNOWLEDGEMENT FORM

By requesting financial assistance I understand and agree with the following conditions:

The commitment of refund money for a proposed project expires six (6) months from approval date, as noted on the application.

Approval of grant funds does not guarantee approval at required public hearings.

A licensed Orange County contractor must complete all improvements that require a licensed professional. The contractor must be registered and have received an Occupational License from Orange County Government prior to any eligible improvements.

There must not be any tax liens or judgements against the property. Additionally, the property owner and/or business owner must be in good standing with all required taxes (income, property, and business). If liens or unpaid taxes are discovered the applicant is responsible for refunding the money awarded by the grant to Orange County Government.

Any properties owned by the applicant may not be involved in court action with any Orange County Department. If applicable, the applicant must verify code enforcement actions currently active against the building or the business and that the work undertaken by the improvement project will mitigate of code violations.

All improvements must comply with all applicable Orange County 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.

Eligible activities include repairs to eligible buildings in a targeted corridor. These repairs may include façade improvements which are visible within the corridor and approved construction costs. All improvements must follow plans as approved by the Orange County Business Assistance Team.

No improvements should be made prior to the issuance of a Purchase Order. Any changes made to the project that have not been approved will not be eligible for funding and may disqualify the entire project for reimbursement.

The refund check shall be reimbursed only after the work has been completed and a final inspection has been made by Orange County Staff 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.

Current and future owners of refund-sponsored improvements must maintain all improvements and ensure they are kept 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 (2) years.

To the fullest extent of the law, the applicant shall indemnify and hold harmless Orange County from and against any and 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 _____ Date _____



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 Business Assistance for Neighborhood Corridors 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 _____



TAX STATUS QUESTIONNAIRE

1. What type of business, product, or service are you providing (or wish to provide) to the Orange County Government? Or, why are you receiving payments from the Orange County Finance Department _____

2. Which one of the following are you?
 (a) Incorporated
 (b) Partnership
 (c) Individual / Sole Proprietorship
 (d) Non-Profit Association or Organization
 (e) other (Please indicate) _____

3. What is your Federal Tax Identification Number _____

(Or) your Social Security Number _____ **** PLEASE NOTE:** If you are using your Social Security # for your Business Identification Number, please attach a copy of your Social Security Card, and a copy of your Green Card (Work Permit) if you have one for working in the United States.

4. Please complete the following: (As per IRS penalty regulations, the Name or Company name listed below **must** correspond (according to their files) with the TIN or SS# listed on line 3 (above).)

NAME OR COMPANY NAME (PRINT)

YOUR NAME & TITLE (Please Print)

ADDRESS (PRINT)

SIGNATURE _____
DATE

TELEPHONE NUMBER

FAX NUMBER

5. Web address _____

6. E-mail address _____